



Job Opportunities**Competition # 0120-74**

DIRECTOR OF OPERATIONS
One (1) Full-Time Permanent
BATC Administration Office

****EXTENDED****

Battlefords Agency Tribal Chiefs Inc is hiring an experienced **Director of Operations** to organize and oversee the daily operations of our company.

THE POSITION:

Reporting to the Executive Director, the successful applicant will be a dynamic, energetic, self-motivated professional, who will be responsible to monitor the operations to ensure integrity and compliance with policies and procedures. **The Director of Operations** will be responsible to plan, organize, direct, control, evaluate, and work with BATC Directors and Program Managers. The Director of Operations oversee planning and reporting to funding agencies and develop partnerships within the community. **The Director of Operations** must be competent in all aspects of Management particularly First Nations and Tribal Council governance, as well as strategic planning, implementation, and follow-up. The Director of Operations will develop business plans for the different programs, plan the execution with the assistance of Directors and Program Managers. work collaboratively to communicate effectively with community members, staffs, managers, and leadership.

DUTIES AND RESPONSIBILITIES

- Work closely the Executive Director and Executive Management to make decisions for operational activities and set strategic goals
- Plan and monitor the day-to-day running of business to ensure smooth progress
- Supervise staff from different departments and provide constructive feedback
- Regularly evaluate the efficiency of business procedures according to organizational objectives and apply improvements
- Manage procurement processes and coordinate material and resources allocation
- Ensure that the company runs with legality and conformity to established regulations
- This individual will also be responsible for playing a key role in long and short-term strategic decision making and oversee the administration of the Tribal Council.
- Provide regular reports on the organization's progress to BATC Executive Council and participating in the development of BATC priorities and objectives.
- Participating in negotiations with funding agencies and community partners
- Providing effective direction to management, promoting good relationships, and ensuring they have the knowledge and tools to succeed
- Ensuring communication in the organization flows to all staff

QUALIFICATIONS

- Degree in Business Administration and/or Management preferred
- Proven 3-5 years experience as Director of Operations or equivalent position
- Excellent organizational and leadership abilities
- Excellent written/verbal communication skills
- Strong knowledge of First Nations & Tribal Council governance, legal rules, and guidelines
- In depth knowledge of diverse business functions and principles
- Working knowledge of data analysis and performance/operation metrics

Closing date: July 19, 2021 by 4:30pm – Please Quote Competition #0120-74

Please submit resume, cover letter, and copy of CPIC to:

Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, SK S9A 0Z8

(306)446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.