



?AQ'AM

EMPLOYMENT OPPORTUNITY! PERMANENT FULL-TIME OPERATIONS COORDINATOR

The Operations Coordinator is responsible for actively assisting the Director of Operations with the administration and management of all facilities and community infrastructure. This position is responsible for achieving the goals related to ?aqam infrastructure, housing, energy and safety and security.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the National and British Columbia Building Codes;
- Demonstrated organizational and time management skills.
- Proficient with computers and Microsoft Office.
- Strong interpersonal skills and the ability to work within a diverse team environment; Dedicated to a high level of customer service and professionalism;
- Maintenance knowledge and skills. Basic knowledge of construction, home and building operations and maintenance.
- Strong focus on safety and ability to follow safe work procedures is required.
- Adaptability and flexibility: resourceful to seek creative solutions.
- Problem solving skills coupled with analytical abilities that enable consideration of details and complexities of issues while achieving results.
- Willing to undergo a criminal record check
- Demonstrated knowledge of Ktunaxa/Aboriginal people and Ktunaxa/Aboriginal culture is an asset.

TRAINING, EDUCATION, AND EXPERIENCE

- Business Administration Degree, Project Management Certificate/Designation, Construction or Asset Management Education and relevant experience.
- Valid Class 5 BC driver's license.
- Completion of Small Water Operator 1 Training/Course or willingness to obtain,
- Safety training including: First Aid Level 1, WHMIS, hazardous chemicals.
- Minimum of 3-5 years' experience in a similar role
- Previous experience managing a team of employees and overseeing operations related to construction, housing, facilities management, and/or infrastructure for an organization/company.

For further information about this position, including a list of duties and responsibilities, please visit our website aqam.net under *Employment and Contract Opportunities*.

Please submit your cover letter and resume marked "confidential" to:

Michelle Shortridge, Director of Operations & Community Services

?aqam Administration

7470 Mission Road, Cranbrook, BC, V1C 7E5 e-mail: mshortridge@aqam.net

Fax: 250-426-8935

Closing Date: This position will remain open until the right applicant is found. Thank you to all those that apply, however only those selected for an interview will be contacted.

Preference will be given to candidates of Ktunaxa or other First Nations ancestry. If you are a Ktunaxa citizen who is interested in this opportunity but do not feel you have the necessary qualifications, please contact the Ktunaxa Nation Council Education and Employment Sector.