



## **EMPLOYMENT OPPORTUNITY MANAGER**

### **Atikameg Construction & Oilfield Maintenance (ACOM)**

Atikameg Construction & Oilfield Maintenance (ACOM), and entity of the Whitefish Lake First Nation #459 (WLFN), is looking for a highly motivated, dedicated and responsible individual to fill the position of MANAGER , Atikameg Construction Oilfield Maintenance (ACOM). This person will be working out of the ACOM office in Atikameg. This is a full-time position, and the employee will report directly to the Board of Directors.

#### **Duties & Responsibilities**

- Provide regular reporting to the Board of Directors
- Recruit and maintain employees from the Whitefish Lake First Nation when required for projects (WLFN) and ensure they meet Industry standards
- Ensure proper maintenance of ACOM equipment (Owned, rentals, etc.)
- Ensure equipment is available for projects as required
- Ensure the company safety program is maintained and in good standing
- Submit project bids as required
- Communicate on a regular basis with oil companies, ATCO Electric and other customers
- Liaison with industry partners that have service agreements with WLFN and/or ACOM
- Work in cooperation with the WLFN #459 Consultation Manager to maintain effective communication on industry activity within the WLFN traditional territory
- Liaison with other Band owned companies and local sub-contractors to ensure their participation on opportunities in the traditional territory
- Ensure proper accounting and bookkeeping of ACOM operations
- Provide recommendations and implement plans for increased revenues, profitability and restructuring where required
- Provide other duties as required

#### **Employment Requirements**

- Minimum 5 years experience in construction management (oilfield preferred)
- Post-secondary education (Degree/Diploma in business, management or related field is preferred)
- Basic accounting knowledge and budgeting, report writing and time management
- Able to provide Valid Driver's licence and criminal check
- Excellent negotiation and facilitation skills, and excellent written and communication skills
- Proficient with computers and software (i.e., word, excel, power point, email etc.)
- Related experience with First Nations organizations is desired

Interested applicants may submit a resume (with cover letter) to Lori-ann Anderson, Assistant Administrator - Whitefish Lake First Nation at: [lori-ann.anderson@whitefishadmin.ca](mailto:lori-ann.anderson@whitefishadmin.ca). Thank you in advance for all those that apply but only those selected for an interview will be contacted, or until a suitable candidate is found.