



OFFICE MANAGER

Permanent Full time

Are you an experienced **OFFICE MANAGER** or **Administrative Professional** who is looking to build on your strong track record of “running the office” You are seeking an opportunity to make a real difference in the lives of Indigenous people within a strengths-based focused Environment?

If so, **let’s talk!**

Your opportunity:

- In this senior role you will be responsible for running all of the Office, Human Resources and administration activities of a fast paced and high performance not-for profit FN organization.
- You will work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others.
- You will apply all of your experience, skills, talents and passion for the benefit of others while learning from the expertise of your wellness focused team.
- You will enjoy the satisfaction that comes from knowing that your work is much more than just a job.

As Office Manager you will:

- Exercise responsibility for all financial processes including budgets; expense monitoring and control policy development
- Lead all workforce and Human Resources functions, systems and related activities including employee relations, payroll and benefits administration.
- Work as part of a dedicated team
- Contribute to a broader TPF strategy to be the leading culturally centered voice advocating for collaborative, integrated and holistic approaches to healing and wellness.

You bring:

- Strong track record of leading an office/HR function, with superior administrative skills.
- Bachelor degree in Business Administration or related Post-secondary degree with some courses in business, finance or human resources.
- 3-5 years progressive experience in office management preferably in the social/health field in a First Nations organization
- Proficiency in managing budgets; planning and financial/business analysis; policy development
- Proficient computer skills
- A valid driver’s license
- A sensitivity and understanding of culture, language and issues relevant to Indigenous people

If this sounds like the right fit for you, please email your resume and cover letter for confidential consideration. **Closing date: 4:00 pm June 15, 2018.**

Thunderbird Partnership Foundation (NNAPF)

22361 Austin Line

Bothwell ON N0P 1C0

Email: resumes@nnapf.com