



## **Employment Opportunity – SFN Band Administrator**

The Saulteau First Nations requires an experienced Band Administrator who will assume responsibility for all aspects of the First Nations' operational activities. The Administrator provides direction, effective and efficient administration of operations, the control of programs, services and staff.

The preferred applicant will be proven and skilled Administrator with;

- Minimum of 5 years experience in Senior Administration
- University degree in Business Administration, or has related experience.
- Experience and knowledge of First Nations Administration
- Accounting knowledge and experience
- Governance, cultural and laws experience
- Service delivery and reporting
- Experience in successful proposal writing
- Experience in working with INAC and Health Canada requirements.
- Excellent computer skills and communication skills.

Salary range will be negotiable depending on experience and skills. Complete group benefits package, and pension plan. Applications sent by either fax, mail or email accepted. Please provide a cover letter and 3 references. For consideration, interested persons should submit a resume and desired salary range no later than February 1, 2010, addressed to:

**Chief & Council**  
**Saulteau First Nations**  
**P.O. Box 1020**  
**Chetwynd, BC V0C 1J0**  
Fax: 250-788-7261 Email: [jobs2009@saulteau.com](mailto:jobs2009@saulteau.com)