



MONTREAL LAKE CREE NATION

HUMAN RESOURCE OFFICE

P.O BOX 210 MONTREAL LAKE CREE NATION, SK S0J-1Y0 PH: 306-663-5349

FAX: 306-663-5320 EMAIL: hr@mlcn.ca

EMPLOYMENT OPPORTUNITY

ASSET MANAGER & EVENTS COORDINATOR

(1 Position Available)

ROLE:

The Asset Manager & Events Coordinator role will include the management of all assets, as well as Events held by the Montreal Lake Cree Nation for our membership. This position involves day-to-day maintenance and operations of assets. Flexible hours during any events will be required, including, but not limited to the coordination of vehicle and equipment usage. Must be properly track all equipment and ensure the proper documentation and properly identified, maintained and accounted for.

REPORTS TO: Director Of Operations

LOCATION: Montreal Lake Cree Nation 106 A

DUTIES & RESPONSIBILITIES:

- Collect and organize all asset Information for MLCN
- Conduct periodic inspections of the assets as needed
- Ensure documents are properly maintained and kept up to date in accordance to company policy.
- Prepare and maintain appropriate lease files, records, and logs
- Coordinate entry of all asset information into a software program
- Ensure proper asset coding on all equipment
- Conduct pre-trip/post trip inspections and complete logs for asset maintenance.
- Professional interaction with internal and external customers.
- Work alongside program managers to coordinate events as needed
- Plan and organize any existing or future events that for MLCN
- Explore funding opportunities for the enhancement of MLCN events

QUALIFICATIONS:

- Valid Class 5 Drivers' License – Must have a clean Driver's Abstract
- Personal and Professional commitment to a holistic, healthy lifestyle.
- Integrity and ability to work independently.
- Ability to work in all types of weather conditions when setting up events or asset management
- Must have basic mechanical knowledge to upkeep assets as required for safety issues
- Ability to perform physical requirements of the job.
- Criminal Record Check
- Office administration experience is essential.
- Strong knowledge of computer equipment and software
- Dependable and flexible during events coordinating



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- Effectively prioritize and multi-task during events
- Ability to communicate with MLCN members
- Ability to publicly speak or MC events as needed

DEADLINE: Wednesday October 30th, 2024

HOW TO APPLY:

Interested candidates are invited to submit an application package, which includes a **detailed cover letter, resume with detailed work history and education** including **one (1) professional reference letter, and any credentials pertaining to position** to the following:

Pamela Lavallee
Human Resource Office
Senator Gilbert Bird Administration Building
P: (306) 663 - 5349
F: (306) 663 – 5320
E: hr@mlcn.ca