

# WE ARE HIRING!



Posting #2024-ADM-11

## MANAGER OF ADMINISTRATION

### About the Job:

The Manager of Administration oversees the administration department and functions, which includes facilities management, document control, asset management, information technology, and oversight of the administrative and custodial employees.

### Qualifications:

- Degree in Business or related field
- Certified First Nations Health Manager or equivalent leadership certification and/or 3 years management experience
- Experience in quality improvement, privacy practices, process improvement, quality assurance or total quality measurement with proven effectiveness in project management is preferred.
- Experience in accreditation processes is preferred
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess or be willing to obtain current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector criminal records check

### Requirements for Submission:

Candidates are invited to submit an employment application ( [www.fftahs.com/careers](http://www.fftahs.com/careers) ), cover letter and resume, including three employment-related references, one being from a current or most recent supervisor. Please reference the competition **#2024-ADM-11**



### Deadline for Submission:

Wednesday June 12, 2024 at 4:00 pm CST

**SALARY RANGE : \$93,663 – \$124,884**  
(SALARY BASED ON EDUCATION AND EXPERIENCE)

✉ [humanresources@fftahs.org](mailto:humanresources@fftahs.org)

📍 Hiring Committee  
P.O. Box 608  
Fort Frances, ON  
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**Job Description is available upon request.** Giishkaandago'ikwe Health Services is an equal opportunity employer, Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.