



The **Assistant to the Construction General Manager** position is a full-time position to support Construction General Manager (CGM) supporting Niiwin Wendaanimok Construction Limited Partnership to co-ordinate the use of Labour and Equipment and other economic opportunities provided by the Communities to support the contractor to complete the work on MTO contract 2021-6052.

#### **Responsibilities:**

- Assist with Co-ordination of the supply of Labour and Equipment from the Communities with the Contractor.
- Assist with tracking and verifying Labour and Equipment hours with MTO and the Contractor biweekly.
- Keeping Chief and Council of the Communities informed of the progress of the work.
- Assisting the CGM Develop community assets and skills, maintain inventories, and identify training gaps and needs.
- Liaison between the Communities MTO, contractors and engineering consultants working for MTO.
- Attend construction site meetings with the CGM, Contractor, Contract Administrator, and MTO. While project site meetings are held every two weeks, other meetings may be held to discuss project issues or concerns.

#### **Qualifications:**

- G-Class Driver's License and personal vehicle
- A university or college degree or diploma in engineering, construction management or quantity surveying (or an equivalent combination of academic and practical experience) is an asset
- Previous experience working in similar professional consulting services environments gained through summer work terms, co-operative education programs or internships
- Professional industry credentials recognized designation is considered a strong asset
- An overall general understanding of current construction practices
- A positive attitude and the ability to collaborate with local and regional teams
- Excellent communication, presentation and interpersonal skills
- Previous experience working collaboratively with Local Governments and First Nations is considered a strong asset
- Self-motivation, initiative and an eagerness to learn and contribute
- Strong organizational skills with a proven ability to effectively influence others and resolve project and technical issues
- Excellent written and verbal communication, and presentation skills
- Proficient in MS Project, MS Word and MS Excel

#### **Compensation:**

- The salary range for this position is \$50,000 per year, plus benefits, depending on qualifications and experience. Flexible working arrangements will be considered due to Covid 19.
- Along with a resume and cover letter, applicants must submit a current copy of their vulnerable sector check and two references.



Application packages can be mailed or emailed to:

**HIRING COMMITTEE**

Niiwin Wendaanimok Management Inc.  
Wauzhushk Onigum Nation Golf Course Road  
P.O Box 301, Kenora, ON P9N 3X4  
E-mail: [echartrand@niiwinwendaanimok.com](mailto:echartrand@niiwinwendaanimok.com)

**CLOSING DATE:** April 20, 2022

Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.

The Niiwin Wendaanimok (Four Winds) Partnership is an Indigenous owned and operated corporation dedicated to providing construction contracting and environmental monitoring services in Treaty 3 territory with a mandate to employ Anishinaabe workers and assets in development projects and ensure Anishinaabe laws and voices are respected in development within their territory. The Partnership is made up of representatives from the four communities of Wauzhushk Onigum Nation, Washagamis Bay First Nation, Niisaachewan Anishinaabe Nation and Shoal Lake 40 First Nation.