



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY Internal Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Database Manager
Modernization of Capital Asset Management (Housing)
Location: 31 George Cheezo Road, Nemaska, Quebec, J0Y3B0
Salary: (\$63,322 min. - \$94,984 max.) plus northern allowance
Closing Date: October 22, 2024
Employment Status: Permanent, subject to 6-month probation

Summary of Position:

Reporting to the Director of Housing, the Database Manager acts as a coordinator for the modernization of Capital Asset Management project which will provide modern management IT tools for the O&M of the housing.

Duties and Responsibilities

Functional responsibilities:

- Coordinate the implementation of the housing software with the concerned stakeholders.
- Collect and enter housing information data in designated databases and maintain the accuracy of the records.
- Review data for deficiencies or errors, collect any incompatibilities and check output.
- Respond to queries for information and access relevant files.
- Research and obtain further information for incomplete documents.
- Generate capital asset reports and store completed work in designated locations while performing backup operations.
- Participate in the regional forum of exchange with respect to the modernization of the capital asset management project.
- Ensure that all sensitive information remain confidential.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- High School Diploma
- PMP certification is an asset

Experience:

- Three (3) to five (5) years of experience in a similar role

Languages:

- Spoken fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Proven ability to communicate effectively.
- Proven ability to keep information confidential
- Working knowledge of computers and Microsoft products.

Working Environments

The Database Manager works from an office in the Garage and is responsible for working from 9:00 a.m. to 5:00 p.m. With one hour off for lunch. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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J0Y 3B0

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