



Hamlet of Enterprise
526 Robin Road
Enterprise, NT X0E OR1
Ph: (867)984-3491 Fx: (867)984-3400

The Hamlet of Enterprise is an incorporated community located in the Northwest Territories approximately 85 km north of the Alberta border on the Mackenzie Highway. Enterprise is a significant point on the Northwest Territories highway system, as all traffic that heads to the two largest population centers, Yellowknife to the north, and the nearby town of Hay River to the northeast, must pass through. As such, Enterprise has been called the “Gateway to the NWT.”

The Hamlet of Enterprise is accepting applications for the position of Senior Administrative Officer. The Senior Administrative Officer must have a strong background in municipal administration, accounting, financial management and proven success as an effective communicator and civic promoter.

Reporting to the Mayor and Council, the successful candidate will direct, administer, and coordinate all affairs of community government. The incumbent will be responsible for all aspects of municipal administration, including management of human resources, operations, and projects in accordance with Council Bylaws and Policies.

REQUIREMENTS:

- Familiarity with statutory requirements in the Hamlets Act and related legislation. Working knowledge in government operations, statutes, bylaws, and policy making.
- Excellent leadership, problem solving, interpersonal, and communications skills to deal with staff fairly and diplomatically.
- Working knowledge of Sage 50 Accounting software and Microsoft Office will be an asset.
- Must be bondable and submit a criminal records check as a prerequisite.

QUALIFICATIONS:

- A diploma or degree in Municipal, Public Administration or Management, plus a minimum of 3 years related community experience or 5 years relevant municipal management experience. Equivalent combinations of education and/or experience will be considered.

The successful candidate will receive a competitive salary based on qualifications. The compensation package for this position includes benefits and allowances.

This position will remain open until filled.

We sincerely thank all interested applicants, however only those selected for an interview will be contacted. Interested applicants are invited to submit their resume and cover letter by mail, email, or fax in confidence to:

Mailing address: Hamlet of Enterprise
526 Robin Road
Enterprise, NT
X0E OR1

Email: administrator@enterprise-nt.ca