



## QUATSINO ECONOMIC DEVELOPMENT LIMITED PARTNERSHIP

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## JOB POSTING GENERAL MANAGER

### Summary:

Determine and formulate policies and provide the overall direction of the companies operating under the umbrella of the Quatsino First Nations Economic Development Limited Partnership (QEDLP). Plan, direct and coordinate operational activities at the highest level of management, with the help of subordinate staff, under the direct supervision of the Board of Directors of QEDLP.

### Roles and Responsibilities:

- Direct and coordinate the organization's financial and budget activities to fund operations, maximize investments and increase efficiency.
- Confer with board members, organization officials, and staff members to discuss issues, coordinate activities and resolve problems.
- Assist with existing or new negotiations
- Identify sectoral opportunities for economic development, mine support, forestry and tourism
- Identify other joint ventures
- Analyze operations to evaluate performance of the operations and staff in meeting objectives, and to determine areas of potential cost reduction; improve potential or change policies and procedures.
- Provide support and assistance to staff under your direct supervision
- Perform periodic staff evaluations to ensure continued growth of staff and entities
- Direct, plan and implement policies, objectives and activities of the businesses to ensure continuing operations, to maximise returns on investments, and to increase productivity.
- Serve as liaison with outside organizations between the Board, Chief and Council and the community. Review and analyze legislation, laws and public policy, and recommend changes to promote and support the interests and well being of both the community and special interest groups.

- Negotiate and/or approve contracts and agreements with suppliers, distributors, federal and provincial governments or agencies, and other organizational entities.
- Review reports or suggestions submitted by staff members to recommend approval or suggest changes.
- Work collaboratively with both Union and non-Union staff and employees.

### **Qualifications**

- Candidates will be considered based on a combination of their education and work experience. A minimum of Grade 12 completion is required. A degree or designation is an asset
- 3 – 5 years of experience working in a business environment
- A working understanding of forestry practice and policy an asset
- Experience managing and working with both Union and non-Union employees
- Strong financial skills including experience working with accounting software such as Simply Accounting, ACCPAC and Excel
- Excellent oral and written communication with the ability to deliver both oral and written reports
- Results oriented problem solving skills and human resource management
- Excellent customer service skills
- Ability to give and take constructive criticism and direction
- Must have knowledge of and practice good Worksafe policies
- Strong organizational skills

### **Salary and Benefits**

Depending on qualifications and experience, the QEDLP offer an attractive salary and benefits package. A clean criminal record check and six months probation are conditions of permanent employment

### **Applying**

Please submit your résumé and cover letter, including three recent references, quoting the General Manager position

### **Deadline for Applications**

Applications must be received by close of day on March 31, 2017