



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **General Manager Business Operations**
Job Code: ADM142
Department: Economic Development
Reports to: Chief Administrative Officer

Date Posted: 9-Sep-20
Date Closed: 23-Sep-20
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR RESIDENT SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-time with Benefits

Availability & Term: Approx. Start Date October 2020

Remuneration: \$42.14 per hour. \$44.63 after 3 months.

JOB PURPOSE/SUMMARY

To ensure RFN sustains growth through business development. Responsible for overall operations/profitability of existing businesses, developing sales strategies, budgets, vendor profiles, inventory control/marketing.

QUALIFICATIONS

- Education:**
- University Degree in Business Administration/Marketing.
- Skills and Abilities:**
- Must have a proven level of initiative and be driven by profitability.
 - Must possess strong leadership qualities.
 - Proven ability to oversee multiple and varied businesses at one time.
 - Knowledge of e-commerce and customer service management systems.
- Experience:**
- 10 to 15 years experience in a retail management and business review, specifically in apparel or giftware with results driven by profitability record.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated: 9-Sep-20

Job Title:	General Manager Business Operations
Job Code:	ADM142
Department:	Economic Development
Reports to:	Chief Administrative Officer

JOB PURPOSE/SUMMARY

To ensure RFN sustains growth through business development. Responsible for overall operations/profitability of existing businesses, developing sales strategies, budgets, vendor profiles, inventory control/marketing.

KEY JOB FUNCTIONS/RESPONSIBILITIES

- Strong ability to lead, inspire, motivate, mentor and develop current business managers and store supervisors in achieving sales along with targets, increase margin earned on products and control operating expenses to achieve profitability targets.
- Develop a strong business and merchandising plan tailored to meet the needs of each of the businesses with a strong focus on customer service.
- Conduct and /or assist the facilitation of regular staff meetings.
- Plan and develop effective communication that regularly inform all full and part time staff within each respective business of any relevant details to ensure growth and success.
- Develop the highest level of customer service standards.
- Implementation of the Merchandise Assortment Plan. Accountable for all aspects of merchandising and retail operations within forecasted margins to ensure budgeted contributions are met or improved.
- Implementation of e-commerce and customer service management systems.
- Implement and manage a merchandising plan, space management system and retail strategy to complement the uniqueness of our consumers as well as each of the respective retail stores.
- Oversee store displays to ensure they are coordinated and layout is done in an efficient manner.
- Research and support retail advertising and promotional activities.
- Issue relevant reports that explain the variances of actual to budgeted - sell through inventory, turnover, balance of sales on a monthly basis.
- Oversee the purchase new product lines/giftware for the Gathering Place Stores.
- Build working relationship with suppliers, Rama First Nation, Casino Rama and other key external contacts.
- Implement strategies that increase profit.
- Responsible for brand integration and optimization, visual merchandising and development and implementation of promotional strategies and risk management that drive sales and margins.
- Maintain relationships and engage with outside organizations engaged in Economic Development in the region.
- Oversee business counselling and entrepreneurship related activities to RFN members.
- Update and maintain communication with clients regarding project activities.
- Maintain a positive relationship with the Finance Department including working closely with the CFO to review potential business opportunities when requested by Chief & Council.
- Secure funding available to Rama First Nation through government or privately sponsored programs in the area of Economic Development.
- Provide recognition, discipline and all performance evaluations to respective staff.