



# EMPLOYMENT OPPORTUNITY

Island View Business Centre is located on the mainland of the Chippewas of Georgina Island First Nation. We are currently energetic and self-motivated applicants for the position of:

## OPERATIONS MANAGER

Business Centre operations include management services for the Chippewas of Georgina Island First Nation in facility leasing, First Nation tobacco outlet (Tobacco Trails) and a First Nation cannabis outlet (Daawegamig). The Business Centre services an average of 300 customers per day throughout all of the outlets.

**Competition Type**                      Open

The Operations Manager oversees all operational aspects of the Business Centre including the First Nation owned and operated businesses. In conjunction with the Business Managers the ideal candidate will assist in the day-to-day operations by providing support and guidance in administrative services such as Finance, Human Resources, Information Technologies, and Marketing. The Operations Manager has direct supervisory responsibilities with Maintenance and Security departments with overall reporting to the General Manager and the Board of Directors. Other areas of involvement include supervision of capital projects and continued relationship building with leasing tenants within the building. The Operations Manager maintains professionalism within the workplace through policy development and implementation.

### Summary of Duties and Responsibilities

- Prepare and monitor all leases for the Business Centre to ensure full occupancy
- Provide response to Customers, Lessees, Managers, Employees when situations arise to assist in developing a resolution to matters in accordance with IVBC policies
- Manage the workings of all business operations to improve efficiency and profitability
- Ensure Financial Policies are adhered to through all businesses
- Review Audit and implement policies as recommended
- Monitor all business spending remains within budget and authorize variances
- Develop, implement and evaluate communications strategies and programs designed to inform customers, employees and the general public of initiatives and policies of businesses
- Provide resolution to customer conflicts that promote satisfactory public relations
- Provide authorizations regarding public statements or releases
- Complete recruiting and staffing logistics in conjunction with the Business Managers
- Communicate company-wide initiatives regarding policy and employee development
- Assist in the development of programs related to employee safety, welfare, wellness and health
- Formulate requests for capital development projects to senior management
- Assist in requirements for funding proposals that may be initiated through the First Nation
- Ensure any written correspondence from the business centre is provided in a timely manner

### Qualifications

- Completion of business management or related administration program with a minimum of five (5) years of experience in senior management
- Understanding of First Nations practices in Lands and jurisdictional matters
- Excellent understanding of employment laws and practices
- Excellent Conflict Management skills and experience
- Excellent skills in all Microsoft Office platforms
- Experience with electronic finance, scheduling and payroll systems
- Strong creative outlook and excellent people development skills
- Must be able to work independently
- Must be reliable and detail oriented
- Must be able to provide a clear CPIC upon hiring
- Knowledge of Marina, First Nation Cannabis Retail, or Tobacco Retail operations is an asset

**Salary** To be determined based on experience

### Contact Information

Resumes to be forwarded to the attention of Scott Jacobs, General Manager at Island View Business Centre, P.O. Box 16, R.R. #2, Sutton West, Ontario, L0E 1R0 or e-mailed to [scott.jacobs@islandviewbc.com](mailto:scott.jacobs@islandviewbc.com).

**Closing Date:**                      **Friday, January 14, 2022**

Island View Business Centre is an equal opportunity employer. Preference will be given to candidates of First Nation descent.

Late applications will not be accepted.