



Job Opportunity Acting/Interim Operations Manager

Position Overview:

The Operations Manager is responsible for directing and overseeing the daily operations of Ulkatcho First Nation. The incumbent must provide leadership and direction for staff members that continuously promote First Nations' philosophy and the company's mission and values. He/she would serve as a member of the management staff and participate in the overall company decision making and the achievement of the company's strategic priorities. This individual serves as a bridge between Ulkatcho First Nation department directors and Chief and Council. The incumbent must be technologically adept and must make every effort to achieve maximum levels of operating efficiency and accuracy.

The Operations Manager will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures. The Operations Manager is expected to maintain strong working relationships and direct all public relations to ensure a positive and engaging public image is maintained for the entire organization.

Reports To:

Directly to Chief and Council

Job Duties:

- Directs and establishes policies, procedures and programs for Ulkatcho First Nation from creation to implementation.
- Recommends and attains Ulkatcho First Nation's strategic goals in conjunction with the management team.
- Works closely with Finance Director for accurate financial reporting and management.
- Responsible for preparing the annual budget.
- Schedules meetings and monitors the progress of the company with regards to its financial objectives.
- Must maintain relationships with department heads and executives, ensuring effective communication skills such as active listening are utilized.
- Must time manage in order to prioritize any emergency situations that may arise.
- Must implement, maintain and manage a system of controls for key performance indicators to facilitate evaluation.

- Participates in setting staffing requirements; and ensuring that performance reviews and career planning activities are completed, and the records properly retained.
- Must ensure that any tasks delegated to others are completed and have a performance management system established to track the employees and the completion of their job duties.
- Provides guidance and leadership whenever needed for other employees.
- Presents to the Chief and Council any challenges and/or successes attained.
- Must ensure that the payroll processes are compliant with any applicable laws or legislation.
- Must establish processes to monitor travel expenses and office expenses.
- Must spearhead the development, communication and implementation of growth strategies and processes.
- Communicates goals to team members and keeps them informed as to their progress towards the goals.
- Must be knowledgeable concerning the different departments in the company in order to ascertain budgetary requirements.
- May be required to liaise with government officials, agencies and other regulatory bodies.
- Must ensure that the culture of the organization, and within his/her department, remains true to the mission and values of Ulkatcho First Nations.
- May be required to coordinate internship programs and/or develop promising employees.
- May also recommend the purchase of equipment in his/her department.
- Negotiates and relationship builds when needed for the company and any outside stakeholders.
- Evaluates, develops and recommends technical advancements in procedures, processes and equipment.
- Coordinates departmental programs, such as meetings, seminars, workshops, special projects, and events.
- Schedules, attends and presents at Board Meetings as necessary.
- Is always interested in furthering his/her own education and ensuring to stay relevant within the community.
- Negotiates contracts and service level agreements for third party suppliers and/or service providers.
- Verifies that financial operations are compliant with all applicable legislation.
- Must ensure that the office facilities are in compliance with safety regulations, such as local fire codes, handicap access, other laws.
- Must ensure that all subordinates receive the appropriate safety training and orientation prior to performing their duties.
- Must ensure that they are aware of any changes in legislation and/or technology that may impact their department.
- Any other duties, as necessary.

Core Competencies:

- Communication
- Teamwork
- Adaptability / Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Problem Solving
- Ethics and Integrity
- Mediating and Negotiating
- Leadership
- Community Involvement

Qualifications:

The Operations Manager must have a proficient knowledge, academic education, and work experience in the following areas.

- Bachelor's university degree.
- Work experience in an operations manager capacity is an asset.
- First Nations heritage preferred, along with an understanding of the specific cultural beliefs and customs.
- Demonstrated competence related to the application of our core values.
- Strong knowledge of accounting procedures involving procurement, travel, and budget management.
- Direct working knowledge of operations, warehouse, and transportation management.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Passionate about the organization's philosophy, and able to communicate it to diverse stakeholders.
- Strong knowledge of business and management principles gained through experience in running different business units.
- Experience in managing third-party service providers.
- Strong knowledge of software systems
- Knowledge of local and federal regulations and ordinances.
- Excellent analytical and critical thinking skills.
- Excellent people skills.
- Meticulous records maintenance skills.
- Good financial and business awareness.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- First Aid skills and/or certificates are considered assets.
- Valid Driver's License and clear Criminal Record Check

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled.

Posting Date: February 2, 2023 (Internally posted for one week)

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Acting/Interim Operations Manager**” in the subject line. Or drop off at the reception counter at the band office.