

General Manager

We are looking for someone to take on the role of General Manager for a six-month, full-time contract (with potential for extension) to help develop a small Indigenous owned and operated environmental services business in Terrace, BC. Our goal is to build a successful environmental services firm that provides long-term employment, training, and capacity development for members of Kitselas First Nation.

Duties and Responsibilities:

Working alongside the Field Manager, the General Manager will oversee development of the business from start up to day to day operations. This will include:

- Development of business structure;
- Ensure companies mandate is consistent with the policies and objectives of Kitselas Lands and Resources;
- Work with Kitselas Lands and Resources to identify work opportunities;
- Work with Kitselas First Nation to develop workplace capacity;
- Implementing business policies;
- Identifying goals and objectives;
- Managing work plans and budgets;
- Perusing and negotiating contracts;
- Proposal writing;
- Reviewing overall progress; and,
- Other duties as required

Qualifications:

- Completion of a degree in business administration, or related field (e.g., public administration), or equivalent experience;
- Minimum 5 years of related experience in same or similar setting;
- Project management experience;
- Experience running small teams (2-5 employees);
- Experience in negotiating contracts and developing detailed proposals;
- Excellent time management skills;
- Contract management experience;
- Financial management including budgeting and bookkeeping;
- Experience in developing and maintaining excellent working relationships with clients;
- Proven ability to successfully meet client expectations, schedule, and budget;
- Leadership and organizational development;
- Mentorship to a team of technical experts;
- Must be able to work independently and as part of a team; and,
- Valid Class 5 Driver's License.

Assets:

- Environmental consulting experience with industry and government clients;
- Experience working with First Nation communities;
- Working knowledge of Terrace and surrounding area, including resource related climate; and,
- Experience dealing with human resource issues.

**Please send resume and cover letter to Shannon McFadyen
Email: shannonmcfadyen@gmail.com**