



T'SILHQOT'IN NATIONAL GOVERNMENT

NEGOTIATIONS AND EXTERNAL AFFAIRS

180 Yorston Street, Williams Lake, BC V2G 1G6 • Phone (778)799-2145 • Fax (250) 398-5798

Employment Opportunity

Post and Rail General Manager

Job title	<i>Post and Rail Mill - General Manager</i>
Reports to	<i>Dandzen Board of Directors</i>

Job Purpose

To establish and then oversee day to day operations of a post and rail manufacturing mill, located on Highway 20, 70 kilometers west of Williams Lake. The mill will create value added products from forestry waste material. Hours of work will be Monday to Friday 8am – 5 pm (40 hours per week). This is initially a 4 month term position.

Duties and Responsibilities

Human Resources

- Hire and supervise staff.
- Ensure effective labor relations.
- Oversee the delivery of employee development and training plans.
- Identify and implement employment compensation & benefit programs.

Operations

- Oversee the purchase, installation & operation of mill structures and machinery.
- Ensure equipment maintenance standards are established and maintained.
- Establish and monitor quality control & safety standards.
- Manage purchasing supply chains and vendors.
- Provide monthly activity reports to the BOD.

Sales & Marketing

- Design and implement a sales and marketing program.
- Establish and maintain customers.
- Determine product prices.

Finance

- Design and administer the mill operating budget.
- Ensure timely processing of payables, receivables and payroll.
- Supervise audits and preparation of quarterly and annual reports / financial statements.

Qualifications

- Grade 12 or equivalent.
- Working knowledge of MS Office.
- Minimum 2 years supervisory experience.
- Minimum 2 years sales and marketing experience.
- Minimum 5 years' experience in a forestry production environment.
- Valid driver's license.
- Reliable vehicle.

Working Conditions

This job requires office & outdoor work in all weather conditions. Longer workdays are required on an as-needed basis. The mill is located 1 hours' drive west of Williams Lake in a rural district.

Salary will be based upon experience.

PLEASE EMAIL RESUME AND COVER LETTER TO:

Lands@tsilhqotin.ca

With Subject line: 2017 POST AND RAIL

Deadline: May 26, 2017

Only those invited to interview will be contacted