



**Position:** Logistics Park Manager

**Job Type:** Full-time, Permanent

**Language of Work:** English

**Start Date:** January 10, 2022

## **WHO WE ARE**

The Kitsumkalum Economic Development Group is the economic development arm of the Kitsumkalum Band. The Kitsumkalum Economic Development group is responsible for the growth and development of Kitsumkalum's corporations and land holdings and facilitates partnerships for numerous business opportunities.

The Kitsumkalum Economic Development Group's mission is to contribute to building a vibrant community in Kitsumkalum and surrounding traditional territories through successful economic development endeavours. Kitsumkalum is a growing community that embraces smart and sustainable economic development. The Kitsumkalum Economic Development Group works to maintain and strengthen our existing business activities, identify new business opportunities to generate a profit, but not at the expense of Kitsumkalum values.

## **JOB SUMMARY**

Reporting to the Economic Development General Manager, The Logistics Park Manager is responsible for managing the day to day operations of the Logistics Park Corporation in a safe and efficient manner to achieve established production objectives within approved budgets, company guidelines and legal requirements

## **DUTIES AND RESPONSIBILITIES**

- Strategically plan and coordinate the logistics operations to achieve safe, productive, and cost-effective results.
- Ensure maximum safety and efficiency throughout the logistics park through the development of safety targets, plans and safety culture.
- Provide input on budgets and monitor costs of supplies and equipment. Monitor performance against budgeted targets in terms of output and cost.
- Maintain an understanding of all applicable federal, provincial and local regulations and ensure compliance.
- Supervise scheduling of all personnel and equipment to achieve a high level of productivity.
- Ensure document control systems are in place for such things as contracts, training, safety, payroll, inspections, AP and AR are effective and properly managed.
- Select and hire personnel as needed and provide development opportunities for all employees. Comply with human resource guidelines and procedures; conduct appraisals and recommend training, development, and promotions. Coach and mentor staff.
- Ensure a high level of effective communication through multiple channels.



- Work closely with the management team to achieve maximum business performance of the operation and set the strategic direction for the operation.

## **QUALIFICATIONS**

- Must have supervisory training
- Project Management training and or experience
- Background in administration
- A minimum of (5) years of relevant experience in a similar environment
- Basic understanding of relevant regulation and permits
- Previous experience working in a First Nations community and/or organization is preferred.
- Medical and drug/alcohol screening is required
- Must successfully pass a Criminal Records Check.

## **SKILLS AND ABILITIES**

- Superior managerial skills combined with the ability to develop and execute plans in a leadership role are necessary. Must be adept at motivating and obtaining results, leading by example with a participatory management style, and creating a team environment.
- Excellent verbal and written communication skills are essential, including the ability to interface with senior management, multiple businesses on a business to business basis, as well as staff.
- Ability to exercise sound business judgment with a bottom-line results
- Must possess a strong work ethic and desire to do things better, taking responsibility for decisions and actions, and insisting upon measurable results while moving business forward.
- Must be forward thinking, with the ability to make appropriate day-to-day decisions for the long-term benefit of the property and the company.

## **WHY WORK FOR KITSUMKALUM NATION?**

- Comprehensive group benefits and pension plans
- Regional benefits, fishing, skiing, great outdoors, hiking, ect.
- Participate in working for a Nation Building Capacity
- Reasonable cost of living

## **HOW TO APPLY**

**Submit a resume and cover letter including three relevant references to the attention of:**

Hiring Committee

14303 Highway 16 West, Terrace, BC V8G 0C8

**Fax number:** (250) 635-6613

**E-mail:** [ecdev@Kitsumkalum.com](mailto:ecdev@Kitsumkalum.com)