



White Lake Resources Corp.

General Partner for the White Lake Limited Partnership

NOTICE OF CAREER OPPORTUNITY

General Manager

The White Lake Limited Partnership, as represented by its general partner, White Lake Resources Corp., is looking for a highly motivated and competent individual to fill the full-time position of General Manager.

The White Lake Limited Partnership is owned by the Pic Mobert First Nation and has been mandated to develop, implement and manage business opportunities for the benefit of the Pic Mobert First Nation and its members. The Partnership has a diverse range of business lines and capabilities which are expanding and diversifying, in part due to new mining and forestry developments, and employs and manages a total staff of approximately 50 people.

This position reports to the CEO, and is generally responsible for the day-to-day operations of the organization including policy development and enforcement, job planning, procurement, human resources, health and safety, asset management, customer liaison and job monitoring, quality control and issues management.

DUTIES:

- Develop and/or continuously monitor and improve the organization's operational systems, processes, and policies;
- To develop and maintain current, relevant, and timely reporting to management and the board on operational activities, needs, issues and results;
- Participate in annual and long-term planning;
- Participate on the development of business proposals and tenders;

- Act as the principal interface between the organization and clients on operational matters related to contracts;
- Monitor and manage business contracts;
- Develop and implement human resource policies and procedures;
- Develop and maintain filing systems including personnel files in compliance with applicable legislation;
- Develop and deliver recruitment, orientation, and other training for staff;
- Develop and implement an occupational health and safety policy and program;
- Manage labour supply agreements with industrial customers;
- Development and management of budgets in coordination with the CEO;
- Provide direction to the financial staff on invoicing to funding sources, including calculation of completed units of service.
- Payroll management;
- Supervise and coach office and field staff as required;
- Keep the CEO regularly informed of activities, results and issues and participate in planning and problem solving as required;
- Other misc. duties.

QUALIFICATIONS:

- Post-secondary education in business, finance, human resources and/or a related technical discipline, or an equivalent combination of education and work experience;
- 5+ years of supervisory and/or management experience;
- Ability to lead and manage a small core team of managers and supervisors and related operations;
- Working knowledge of project management principles and techniques;
- Experience in research and project/program development and management, including proposal writing, policy writing and reporting.
- Experience working with Aboriginal communities, organizations and governments across Canada.
- Working knowledge of the principles and practices of negotiations of sensitive issues related to economic development.
- Working knowledge of office procedures, methods, and computer equipment (word processing, spreadsheets, and database management, etc.
- Working knowledge of pertinent federal, provincial, and local laws, codes and regulations.
- Working knowledge of principles and practices of economic policy, administration, and implementation.
- Ability to analyze and assess economic development programs, policies and operational needs and make appropriate adjustments.
- Ability to use good judgment in respecting confidentiality.
- Ability to identify and respond to sensitive community and organizational issues, concerns and needs;

- Ability to communicate and prepare clear concise written and administrative and financial reports, both orally and in writing.
- Valid driver's license and access to a reliable vehicle.

Applicants must reside in the immediate area.

The successful applicant will be required to provide a criminal record check and drug screening that is acceptable to the employer.

TO APPLY:

Interested persons should submit a resume along with a cover letter explaining how your qualifications meet or exceed the needs of the position; please also provide three employment-related references.

Deadline for applications is 4:00 p.m., Friday February 26, 2021 – applications must be received by the deadline to be considered.

Applications from qualified members of the Netimizaagamig Nishnaabeg (Pic Mobert First Nation) are strongly encouraged.

For further information, and to submit your application, please contact:

Norman Jaehrling, CEO
White Lake Resources Corporation
General Partner for the White Lake Limited Partnership
Mobert, Ontario P0M 2J0
Email: ceo@whitelakelp.ca
Cel: (705) 971-4508

Applications must be clearly marked: Competition/ General Manager