



HFN GROUP OF BUSINESSES

4576 Adelaide St, Port Alberni BC V9Y 6N3 ph. 778-421-2663 fax 778-421-2664

Operations Manager (Temporary Full Time) Huu-ay-aht Group of Businesses

Position: The Huu-ay-aht Group of Businesses (HGB) has a temporary full-time position available for an Operations Manager to plan and oversee operations for a diverse group of businesses in the Hospitality and Tourism sector. The position is a temporary full-time position for a one-year term.

Location: The business operations are located in Anacla and Bamfield, B.C.

Open to: All qualified applicants with preference given to Huu-ay-aht citizens and family members. The successful applicant will be a local resident or be willing to relocate to the Bamfield area.

Description:

The successful candidate works independently reporting directly to the CEO of the Huu-ay-aht Group of Businesses. As Operations Manager, you will be involved in overseeing all aspects of the businesses' operations. You will work closely with the Financial Controller and the Business Managers and Supervisors. You will manage a wide range of functions including but not limited to:

- Providing oversight and leadership to the Business Managers and Supervisors.
- Working with Business Managers and Supervisors to optimize the businesses financial performance to ensure maximum profitability.
- Addressing issues related to staff and business performance.
- Developing and implementing policies and procedures to improve effectiveness and efficiency.
- Ensuring compliance to all policies, procedures and regulations regarding financial performance, safety, security and emergencies.
- Facilitating co-ordination and communication between support functions and the businesses.

Compensation package will be based on the successful candidate's experience and recognized value to the organization.

Candidates:

We are looking for you, if you are:

- self-motivated
- dedicated to quality customer service and maintaining open communication



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- comfortable dealing with conflict, delegating tasks and speaking in public when required.
- dependable, calm, optimistic and lead by example.
- experienced in operating a business in the hospitality and/or tourism sector and want to take on a new challenge
- a lifelong learner who shares knowledge focused on continually improving business results and making people successful.
- excited by the lifestyle opportunities of living in Bamfield and becoming an integral part of the community
- a people person who enjoys being part of a team that is dedicated to realizing the vision for a flourishing Huu-ay-aht economy.

Job Requirements:

- Knowledge of Huu-ay-aht First Nations goals and aspirations.
- Knowledge of the unique challenges facing 'remote communities'.
- A minimum of 3 years' experience working in a management role and 5 years of experience in a related hospitality and/or tourism business.
- Valid Driver's license.
- Proven ability to work independently developing and executing short term operational plans.
- Proven ability to analyze and evaluate financial results and implement change when necessary.
- Proven ability to manage and develop staff including the ability to mentor, coach and manage performance.
- Proven ability in environmental stewardship as it relates to the specific businesses.
- Excellent oral and written communication, interpersonal and organizational skills.
- Demonstrated commitment to Health & Safety.
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook), and POS systems.
- A professional designation in business management or related field is preferred but not essential.
- Successful background checks, including, criminal record check, employment verification, reference checks, and education/credential verification.



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Application Details:

Interested applicants should submit a resume and cover letter highlighting the skills and experience you would bring to this position and the reason for your interest. Only those shortlisted will be contacted for an interview.

Submit your application to:

In Person to: 4576 Adelaide St, Port Alberni, BC V9Y 6N3.

Via email to: tracy.w@huyuayaht.com (MS Word or .pdf format only)

Via fax to: 778-421-2664

Closing Date: Only fully completed applications received by 4:00 pm on February 28, 2019 will be considered.