



Wahnapiitae First Nation

259 Taighwenini Trail Road, WFN
Capreol, Ontario
P0M 1H0



JOB TITLE: General Manager – Rocky's Lake Wahnapiitae

LOCATION: Wahnapiitae First Nation

REPORTS TO: Executive Director

CLOSING DATE: Until Filled

SALARY: 35,000.00-40,000. Depending on Experience

GENERAL ACCOUNTABILITY

The Manager will report directly to the Executive Director. The incumbent will work towards the efficiency and profitability of the business. The incumbent will also ensure consistent high quality customer service is provided in all departments of the business.

NATURE AND SCOPE OF POSITION

The Manager will work with staff in his daily routine and independently in the managerial duties. The Manager will market initiatives and undertake direct marketing efforts to generate new business opportunities including community events, hunting and fishing packages. The Manager will organize, direct and coordinate the workers and resources of the restaurant, gas bar, store, and the cabins for the efficient, well prepared, and profitable service of food, lodging and beverages. This position will include nights and weekends.

SPECIFIC ACCOUNTABILITIES

- Administer and monitor the financial program and/or system in order to ensure that the First Nations finances are maintained in an accurate and timely manner.
- Oversees the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys.
- Manage employee files and records in order to ensure accurate payment of benefits and allowances.
- Manage the weekly payroll in order to ensure that employees are paid in an accurate and timely manner.
- Provide efficient and effective office management.

RELATIONSHIPS:

To work as a team leader with the staff
Reports to the Executive Director

DIMENSIONS:

This position requires that the incumbent have:

- Education in hotel/restaurant management is desirable. A combination of practical experience and education will be considered.
- Knowledge of Occupational Health & Safety required.
- Knowledge of taxation issues in relation to First Nation and non-First Nation customers and employees is required.
- Excellent customer service and organizational skills.
- Enthusiasm and motivation to make the business prosperous and profitable.
- Valid driver's license.

WORKING CONDITIONS:

- Work within the restaurant, store, and gas bar.
- Working conditions contain moderate risks which require planned safety precautions for limited periods of time.
- May be subjected to inclement weather when conducting duties.

Deadline for applications: Until Filled

Please forward your cover letter, resume and three (3) work references in person, by fax, email or regular mail to the above address and attention to:

Don McGregor Executive Director
execdir@wahnapietfn.com

Miigwetch to all applicants; however only those selected for an interview will be contacted.