



**Denesoline Corporation Ltd.**

**Position available immediately**

Denesoline Corporation in Lutsel K'e is looking for a dynamic individual to become our

## **BUSINESS OPERATIONS MANAGER**

Based in Lutsel K'e and reporting to the CEO, the Operations Manager will oversee a broad range of business activities.

### **Responsibilities:**

- oversee new community-based economic development which includes working with the various government funding agencies, operations of existing buildings owned by the Corporation, real estate rentals, asset management and maintenance schedules, etc
- manage contract employment schedules and the employment scheduling process
- provide general administration with regard to staff, community offices and contracts
- recruit and retain contract employees
- oversee human resource development support services for community members
- liaise with the CEO to ensure strategic plan implementation
- liaise with the CEO on all operational issues
- other duties as assigned

### **Requirements:**

- a strong team player with 3 to 5 years of business administration and management experience
- Microsoft Office proficiency
- exceptional communication and interpersonal skills
- ability to work in a diverse and dynamic environment

*Denesoline Corporation Ltd. is an affirmative action employer. Applicants that wish to be considered under the policy must clearly identify their eligibility in their application.*

Compensation includes a competitive salary. The employment-related package includes **a company house**.

**Deadline for application is February 17, 2012.**

Only applicants referred for interview will be contacted. No phone calls please.

**Please submit resumes by:**

Fax: (867) 873-5081

Email: royshields@netkaster.ca