

EMPLOYMENT OPPORTUNITY

Job Title: General Manager
Department: Membertou Fisheries & Canadian Maritime Engineering Boat Building Operations
Reports to: Chief Operating Officer

In 2018, Membertou Development Corporation and Canadian Maritime Engineering Ltd. (CME) announced a new partnership in which commercial fishing vessels would be assembled in Sydport, at Membertou's facility. The partnership provides a solution to an ever-growing demand for new vessels in Atlantic Canada. CME are industry leaders in the boat assembly sector, and Membertou's innovative and progressive business models will create meaningful employment for the community.

The General Manager of the Boat Building Operations directs and coordinates activities of the production supervisor and staff in the Sydney (Sydport) Assembly Plant and aids senior staff in formulating and administering organization policies by performing the following duties personally or through subordinate managers.

Duties include overseeing day-to-day business and high-level production operations, liaison with Membertou and CME senior staff to provide ongoing status of operations at the facility, provide leadership at all levels, and support production manager with boat assembly and fabrication tasks.

Duties and Responsibilities:

- Participates in formulating and administering company policies, directing and coordinating all divisional department activities to develop and implement long-range goals and objectives to meet business and profitability growth objectives.
- Reviews analyses of activities, costs, operations and forecast data to determine department or division progress toward stated goals and objectives.
- Confers with administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
- Oversees and supports key projects, fabrication processes and performance reports, data and analysis.
- Develops, reviews, updates and implements business strategic planning, including sales, financial performance and new product development.
- Oversees manufacturing and materials departments to review production and operating reports and resolve operational, manufacturing and facility problems to ensure minimum costs and prevent operational delays and to meet future growth.
- Implements and reviews operations and plans to meet requirements for sales planning and to ascertain manufacturing or outsourcing requirements to develop new markets.
- Reviews and approves preparation of accounting analysis for budgetary planning and implementation, production efficiency, financial reporting, budgetary planning and submittal for capital expenditures.
- Safe work practices shall be adhered to at all times. Safety Meetings attendance is required, and the shop will be held to NSDOL standards.
- Ensure that all health and safety regulations are strictly followed.
- Ensure that all company policies and procedures are followed.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the COO.

Qualifications:

- Must have high school diploma or GED, college or university preferred
- Minimum of 10 years experience in a managerial role
- Minimum of five years experience with various forms of boat construction, outfitting or assembly
- Boat Construction/Assembly Knowledge
- Boat Handling and Maintenance capabilities preferred
- Painting, fabrication, safety and quality management
- Communication proficiency - Verbal, written and interpersonal skills

- Business acumen
- Project management
- Strategic thinking and problem solving/analysis
- Computer Knowledge - Microsoft Office proficiency; Email viewing, composing, and sending ability preferred
- Comprehensive ability to work from plans, specifications, drawings and blueprints. Ability to redline plans during construction is preferred
- Ability to multi-task, organize and prioritize to meet deadlines
- Must be flexible in work hours, on call as needed
- Good attitude; must be a team player.

Resumes and Cover letters can be submitted to:

Membertou Human Resources Department
Attention: Troy Paul
111 Membertou Street
Membertou, NS B1S2M9

Or via email to:

jobs@membertou.ca

Thank you for applying, however, only those selected for an interview will be contacted.