



Based in Opaskwayak, Northern Manitoba. The Paskwayak Business Development Corporation (PBDC) is the business arm of the Opaskwayak Cree Nation. Our executive board and group of owned and operated businesses work together to build a successful corporation that is aligned with our culture. While we choose to adopt modern business practices, we take great care to honour the ways of our ancestors who always worked the land and lived in harmony with it for generations. Guided by our Elders we weave our culture and traditions into our approach, which means making sure our business focus fall-in-line with our Cree values.

Director of Operations – Job Posting – Full Time/Permanent

The Paskwayak Business Development Corporation (PBDC) is looking for an experienced **Director of Operations** to organize and oversee the daily operations of their diverse business units. The successful candidate will demonstrate excellent senior leadership skills through ensuring that our business is well-coordinated and productive by managing its procedures and coaching its people.

The area of responsibility for this role is very wide and so requires thorough knowledge of various company processes. The ideal candidate must be competent and able to plan many kinds of operational activities. He/She must be an excellent leader who can discover and implement the most efficient ways to run the business.

The primary responsibility for the role of DOO is to ensure excellence in the efficient running of the PBDC operations and individual business units while facilitating the organizational systems and procedures to maximize profit growth.

Responsibilities

- Reporting directly into the CEO for PBDC, the Director of Operations is responsible for the overall performance of the senior leaders within the PBDC individual business units (this includes but is not limited to Sports Traders, Kikiwak Inn, OCN Shell, Pinesew Gas, Otineka Mall. As the corporation's portfolio changes, the business unit portfolio is also subject to change)
- Represent the Opaskwayak Cree Nation values and beliefs in senior level decision making with the goal of growing organizational wealth and a building strong workplace culture for PBDC
- Liaise with PBDC CEO to make decisions for operational activities and assist in setting strategic goals for each of the individual business units.
- Provide ongoing support for the leaders (General Managers) of the diverse business units which belong to the PBDC including setting performance guidelines, performance feedback, accountability measures, rewards and recognition, daily and weekly coaching and performance management (including disciplinary measures where necessary)
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements. Effectively communicate and implement these procedures through gaining buy-in and providing clear communication.