

LAC DES MILLE LACS FIRST NATION EMPLOYMENT OPPORTUNITY - RESORT MANAGER

Position Summary

The Resort Manager will oversee the daily operation of the First Nation owned Savanne River Resort. The manager must demonstrate motivation, creativity, and independence and be able to work in an isolated setting approximately 20 kilometres east of Upsala, ON.

Key Responsibilities

Reporting to the Band Administrator, the Savanne River Resort (SRR) Manager has a wide range of duties and responsibilities which include but are not limited to the following:

Qualifications and Experience Required

- Related experience including managerial or supervisory experience
- Experience in the Service, Tourism or Hospitality industry is an asset
- Applicant must be public-service oriented
- Basic Carpentry, Mechanical and Electrical experience and skills are required
- Experienced and able to operate and repair all small machinery, power tools, motors, lawn mowers, etc.
- Sound basic Accounting or Book-keeping skills
- Basic computer and office skills
- Valid Boat Operators and Driver's License required, along with a reliable vehicle
- Fishing, Guiding, and Hunting Skills and Experience is a decided asset
- Excellent interpersonal skills along with the ability to work in a remote setting for extended periods of time (Peak season runs from May through October, with slower months from November through April).
- Given the seasonal nature of the position, it is expected that this position will put in long hours during peak season, and much shorter hours – similar to that of a caretaker position during the off season; with the rate of pay or compensation remaining constant regardless of hours worked.

Along with their resume and cover letter, applicants must submit a current criminal record check and three references. Application packages must be submitted by **Monday March 5th 2018 at 12:00 p.m. noon EST to:**

**HIRING COMMITTEE
Lacs des Mille Lacs First Nation
1100 Memorial Avenue, Suite 328
Thunder Bay, ON
P7B 4A3**

Telephone: (807) 622-9835 • Fax: (807) 622-9866 • E-mail: info@lacsdesmillelacsfirstnation.ca

Travel

This position requires travel from Thunder Bay to the First Nation's Savanne River Resort.

Compensation

To commensurate with education and experience. Employee living quarters will be supplied for this position.

Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.

Care and Management of Facilities and Equipment

- The care and management of all facilities and equipment owned and operated by the SRR
- Ensures all applicable Codes and Standards are followed and adhered to in regards to the maintenance and management of all facilities and equipment, including the training and supervision of staff charged with the care and operation of all facilities and equipment
- Negotiates and monitors all service contracts with third party suppliers or contractors
- Arranges for and ensures a high standard of maintenance, repair, upkeep and cleanliness of all facilities and equipment
- Ensures that all necessary reports are completed as required (ie. Monthly Fire & Safety Inspections, Bi-Monthly Water Testing, etc.)
- Liasons with all pertinent agencies in regards to the daily care and management of the SRR facilities and equipment to ensure the safety and well-being of all SRR clients/staff (ie. Public Health Authority, Health Inspector, Fire Inspector, Water Testing Lab.)
- Ensures that the SRR facilities and grounds are maintained to a level that is conducive to attracting clientele
- Ensures all waste disposal regulations are adhered to ensuring the health and safety of all concerned
- Ensures all water/well pumps and secondary generators are functional and ready to supplement in cases of power failures/outages

Customer Service/Public Relations

- Ensures that all customers of the SRR are provided with the highest level of public relations and customer services as expected in the industry
- Meeting and greeting guests whenever possible and/or ensuring that someone else is properly trained, prepared and available to do so
- Ensures guests are assisted with entrance to and orientation of the use of cabins and other facilities, and are informed of how best to access services during their stay at the SRR
- Ensures inquiries or concerns that guests may have are dealt with in an effective & professional manner
- Orientates the guests to the lake and/or fishing and hunting spots and ensures that all guests have returned safely to SRR by day's end
- Advises on safe boating and hunting practices as requested and ensures all boats/motors are clean and well maintained for customer use
- Assists guests with the provision of guides and/or fish cleaning as requested
- Advises all clients of pertinent Fire Restrictions, Water Restrictions and/or Boil Water Advisories and takes necessary actions and/or precautions

Human Resources

- The training, management/supervision, discipline and evaluation of all staff whether they are casual, short-term, contract or long term employees
Note: termination of staff must receive prior approval by LDMLFN Chief and Council
- Ensures that all Canadian & Ontario legislation/law related to human resources and payroll are followed
- Seeks additional funding from various agencies to assist with hiring of staff as needed.

Finance

- Ensures the safekeeping and management of all SRR cash, credit transactions, and any other means of value exchange or gifts
- Prepares and records weekly deposits
- Works with the LDMLFN bookkeeping/accounting services to ensure the completeness and accuracy of all records, accounting and reporting requirements are met
- Works with the LDMLFN bookkeeping/accounting services and any other appropriate staff or parties to ensure the completion of the annual audits in a timely and professional manner

Funding

- In conjunction with the LDMLFN Band Administrator, pursues government funding and opportunities to improve and expand SRR business opportunities, facilities and profits; submits proposals as directed

Bookings

- Taking and/or supervising the taking of all bookings and quotations on prices for business
- Ensuring a proper operational record of all bookings of business, and for future marketing and business planning purposes.

Marketing

- Working with professionals as approved and appropriate to develop marketing plans, materials, and events, to effectively market the SRR
- Work with area businesses to ensure good local relationships and co-operative efforts to improve tourism business for all operators in the area

Business Planning

- Works with the LDMLFN Band Administrator to develop and implement short, medium and long term business plans and strategies
- In conjunction with the LDMLFN Band Administrator, prepares an annual operating business plan to help guide and manage the operations of the SRR in a financially prudent manner

Other Duties

- Assumes all required maintenance and housekeeping duties when regular staff are on days off
- Other reasonable duties and responsibilities as deemed necessary

Hours of Work, Vacation and Benefits

- Hours of Work, Vacation and Benefits including accommodations and travel are to be addressed in a contract to be signed by both parties (Manager and LDMLFN)
- The position is expected to work in a flexible work week, 7 days a week during the main tourist season of May to end of October
- Salary will depend upon qualifications and experience