



White Lake Resources Corp.

General Partner for the White Lake Limited Partnership

NOTICE OF CAREER OPPORTUNITY

General Manager

The White Lake Limited Partnership, as represented by its general partner, White Lake Resources Corp., is looking for a highly motivated and competent individual to fill the full-time position of General Manager.

The White Lake Limited Partnership is owned by the Netmizaaggamig Nishnaabeg (Pic Mobert First Nation) and has been mandated to develop, implement and manage business opportunities for the benefit of the Pic Mobert First Nation and its members. The Partnership has a diverse range of business lines and capabilities which are expanding and diversifying, in part due to new mining and forestry developments, and employs and manages a total staff of approximately 55+ people.

This position reports to the CEO, and is generally responsible for the day-to-day leadership and operations of the organization including policy development and enforcement, job planning, procurement, human resources, health and safety, asset management, customer liaison and job monitoring, quality control and issues management.

While it is essential the General Manager be able to work independently and proactively to carry out their core duties, mentoring and training will be provided in other matters including business strategy and planning, financing and corporate governance, to prepare the individual to ultimately to take on the most senior leadership functions of the organization on the retirement of the CEO.

DUTIES:

- Develop and/or continuously monitor and improve the organization's operational systems, processes, and policies;
- To develop and maintain current, relevant, and timely reporting to management and the board on operational activities, needs, issues and results;
- Participate in annual and long-term planning;
- Participate on the development of business proposals and tenders;
- Act as the principal interface between the organization and clients on operational matters related to contracts;
- Plan and execute business contracts;
- Monitor and manage business contracts;
- Develop and implement human resource policies and procedures;
- Develop and maintain filing systems including personnel files in compliance with applicable legislation;
- Develop and deliver recruitment, orientation, and other training for staff;
- Develop and implement an occupational health and safety policy and program;
- Manage labour supply agreements with industrial customers;
- Development and management of budgets in coordination with the CEO;
- Provide direction to the financial staff on invoicing to funding sources, including calculation of completed units of service.
- Payroll management;
- Supervise and coach office and field staff as required;
- Keep the CEO regularly informed of activities, results and issues and participate in planning and problem solving as required;
- Other misc. duties.

QUALIFICATIONS:

- Highly motivated and ability to work independently with limited supervision;
- Strong communication skills (written and oral);
- Strong public relation and people skills, and ability to lead and manage with tact and diplomacy;
- Strong negotiation skills;
- Strong analytical skills;
- Post-secondary education in business, finance, human resources and/or a related technical discipline, or an equivalent combination of education and work experience;
- Understanding of business and business finance fundamentals;
- 5+ years of supervisory and/or management experience;
- Ability to lead and manage a small core team of managers and supervisors and related operations;
- Working knowledge of project management principles and techniques;
- Experience in research and project/program development and management, including proposal writing, policy writing and reporting.
- Experience working with Aboriginal communities, organizations and governments across Canada.

- Working knowledge of the principles and practices of negotiations of sensitive issues related to business and economic development.
- Working knowledge of office procedures, methods, and computer equipment (word processing, spreadsheets, and database management, etc.
- Working knowledge of pertinent federal, provincial, and local laws, codes and regulations.
- Working knowledge of principles and practices of economic policy, administration, and implementation.
- Ability to analyze and assess economic development programs, policies and operational needs and make appropriate adjustments.
- Ability to use good judgment in respecting confidentially.
- Ability to identify and respond to sensitive community and organizational issues, concerns and needs;
- Ability to communicate and prepare clear concise written and administrative and financial reports, both orally and in writing.
- Valid driver's license and access to a reliable vehicle.

Applicants must reside in the immediate area. Assistance with housing may be available.

The successful applicant will be required to provide a criminal record check and drug screening that is acceptable to the employer.

TO APPLY:

Interested persons should submit a resume along with a cover letter explaining how your qualifications meet or exceed the needs of the position; please also provide three employment-related references.

Deadline for applications is 4:00 p.m., Friday November 25, 2022 – applications must be received by the deadline to be considered.

All Netmizaaggamig Nishnaabeg ventures, including White Lake LP, share a strong commitment to building leadership teams and a workforce that maximizes the potential and participation of our First Nation and community members. As such, applications from qualified members of the Netimizaagamig Nishnaabeg (Pic Moberg First Nation) are strongly encouraged and will be prioritized.

White Lake LP is committed to investing in and supporting the growth and development of the skills and roles of our team, and as such persons who may not possess all of the desired skills and competencies for the position, may be considered if they demonstrated the potential, desire and commitment to learn and grow.

For further information, and to submit your application, please contact:

Norman Jaehrling, CEO
White Lake Resources Corporation
General Partner for the White Lake Limited Partnership
Moberg, Ontario P0M 2J0
Email: ceo@whitelakelp.ca
Cel: (705) 971-4508

Applications must be clearly marked: Competition/ General Manager

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