



K'en T'em Management Corp.

# JOB POSTING

## General Manager

**JOB TITLE:** General Manager

**REPORTS TO:** K'en T'em Management (KTM) Board of Directors

**TERMS:** Full time permanent position

**CLOSING DATE:** July 30, 2021

Reporting to the K'enT'em Management (KTM) Board of Directors, the KTM General Manager is also responsible for reporting business activity to the Citxw Nlaka'pamux Assembly (CNA) quarterly. The General Manager is responsible for research, planning, coordinating internal and external business development opportunities, advancing projects and partnerships; reviewing and recommending strategic partnerships; coordinating business and economic activities; encouraging prosperity; and promoting K'en T'em Management Group to expand prospects. A primary function of this position is also to develop business plans, funding applications, and proposals, including budgets related to business development projects and businesses or joint ventures. This position will supervise seasonal, contract, and project staff.

### Duties and Key Responsibilities

The General Manager is responsible for leading and working cooperatively with other boards and management of the subsidiaries, staff, and First Nation communities in respect of operations, human resources management, and all aspects of internal and external relationships on behalf of KTM. More specifically, the General Manager will:

- Manage the corporate affairs of KTM and implement decisions of the Board;
- Monitor the performance of corporations and limited partnerships of which the KTM is a limited partner;
- Ensure that KTM and all limited partnership corporations/partnerships operate efficiently and offer respectful, safe working environments for all personnel;
- Work with the Board to develop and implement KTM's annual budget and business plan as required;
- Provide timely/full financial statements, cash flow projections notifications of distributable cash, proposals for business opportunities to the Board;
- Provide timely/full reports of finances and operations, as described above, to the 8 Participating Bands Limited Partnerships as directed by the KTM Board;
- Set targets, performance plans, and rigorous objective standards for operations;
- Review and report monthly on performance, progress, and targets;
- Maintain a deep understanding of all current contracts;
- Provide advanced negotiation expertise;
- Determine and assign targets, and/or goals for project and forecast annual and quarterly revenue;
- Develop sales strategies to acquire contracts, and track revenue metrics and share them with corporate leadership;
- Analyze daily field reports and data on contract results and develop plans to address performance gaps;
- Prepare budgets and approve expenditures;
- Monitor competition, economic indicators, and industry trends;
- Act as the liaison between KTM and the Manager of the CNA;
- Develop and implement financial and operational procedures and processes that are based on sound risk management practices and appropriate internal controls;
- Oversee the hiring, management, and retention of all staff and contractors;
- Create partnerships with industry and other entities to maximize the potential of current and new projects and businesses;
- Undertake sufficient due diligence on all business operations and seek direction and support;
- Assess and present possible investment and growth opportunities;
- Forecast future needs and challenges and identify organizational priorities and change initiatives;
- Assist with the development, review implementation, and administration of relevant agreements;
- Provides and presents quarterly written reports to CNA and K'en T'em Board;
- Provides briefing notes on potential economic development proposals to the K'en T'em Board for review and approval;
- Liaises with the Manager of the CNA on HVC business and contracting opportunities and ensuring compliance with aspects of contracting and providing business service supports;
- Assists in the development of MOU'S with potential business development partners;
- Review, recommend and ensure compliance with Environmental Manual and Health and Safety Manual;
- Demonstrated ability to coordinate and manage concurrent activities and allocate resources appropriately;
- Ability to organize and maintain records;
- Demonstrated experience and ability to plan, organize and lead different projects simultaneously;
- Ability to develop and implement budgets, to work under pressure, and meet deadlines;

- Demonstrated use of good judgment, attention to detail, and diligence;
- Effective written and interpersonal communications skills;
- Review's procurement and contracting plans, work scopes, specifications, and draft RFP documents from pre-award contract management perspectives;
- Well-developed conflict resolution, interpersonal and advocacy skills, and experience in group process and facilitation techniques;
- Demonstrated ability to analyze the competitive business environment with an ability to negotiate lasting business relationships and to sell business ideas;
- Demonstrated experience successfully leading the operations of and strategically planning for corporations with multiple business lines;
- Demonstrated track-record of commitment for staff development, recruitment, management, retention, and the creation of healthy and positive work environments, strong and proven skills surrounding, business development and analytics project management and execution, mentorship, coaching, and succession planning, community engagement and facilitation, and communications and public relations;
- Creates an annual Communications plan to ensure timely information delivery and to ensure policies and procedures as well as business indicators including business metrics are understood and clarified across the Participating Bands and its members;
- Constantly identifies new business opportunities, markets, and related business partnerships.

**Qualifications Education & Experience:**

The successful applicant will have outstanding interpersonal skills, as well as exceptional oral and written communication skills, including coordination and facilitation skills. The applicant will possess a high degree of business and finance competency, including recent and significant experience working in cross-cultural environments. The applicant will also have a strong ability to problem solve, negotiate, and resolve conflict, and will be required to work co-operatively and facilitate the development of a team environment.

- Degree or diploma in Business Administration or related discipline, 5 to 8 years of work experience, preferably with business development and management;
- Demonstrated experience in project management, must have demonstrated experience with business ownership, economic development, and project management;
- 5 years of Experience in project or business management at a supervisory level, including planning, developing, implementing, and evaluating business prospects.
- Experience in collaborating with multiple stakeholders and/or Governments.
- Experience coordinating large and numerous business initiatives and projects, presenting workshops, project management that includes preparation of reports and compilation of budgets, with on-budget on-time project delivery.
- Preference will be given to qualified applicants of Aboriginal ancestry.
- Direct experience reporting to a Board is an asset.
- Understanding of the unique opportunities and challenges facing First Nations in BC



Please submit your cover letter and resume to:  
 K'en T'em Board of Directors  
 Attn: Wayne Kaboni  
 Mail: P.O. Box 618, Merritt, B.C. V1K 1B8  
 By email: [wkaboni@cna-trust.ca](mailto:wkaboni@cna-trust.ca)  
 fax: 250-378-2910  
 In person: 2187-A Coutlee Avenue in Merritt B.C.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. K'en T'em Management respects the privacy of all applicants and the confidentiality of personal information.