



EMPLOYMENT OPPORTUNITY

LOGISTICS MANAGER

Salary: \$58,597 - \$71,460 / year (depending on education and experience)

The Logistics Manager will organize and coordinate the administrative staff duties and office procedures. The Logistics Manager will ensure the smooth running of the administration office and help improve day to day operations.

RESPONSIBILITIES:

- Develop a strong rapport and relationship with Managers, Supervisors and employees, allowing for open and constructive communication and achievement of WRFN goals and objectives;
- Coordinate all IT acquisitions, repairs and maintenance;
- Supervise administrative staff;
- Maintaining office efficiency including coordinating and organizing work spaces;
- Assist with WRFN project management, requirements and deadlines;
- Oversee employee and community communications content;
- Asset management for administration;
- Participate in the health and safety committee; and
- Other duties as assigned.

KEY SKILLS AND COMPETENCIES:

- The Logistics Manager will be able to identify and analyze issues and problems in administration areas, recommend and implement solutions and/or changes;
- Able to manage office functions economically and efficiently, organize work, establish priorities and maintain good interpersonal relations and communications with staff and program managers;
- Display excellent supervisory and leadership skills. Demonstrate the willingness and ability to delegate.

QUALIFICATIONS:

- Post-Secondary diploma/certificate in office or business administration (or comparable);
- 3-5 years' experience in an office setting;
- Management experience would be considered an asset;
- Knowledge of general office procedures;
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook);
- Excellent written and verbal communication skills;
- Strong organizational and planning skills in a fast-paced environment;

Applications will be accepted via email, fax, and mail or in person to the attention of:

CONFIDENTIAL:

Tricia Podlatis, Human Resources Manager

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON POP1A0

Email: applications@whitefishriver.ca; Fax: (705)285-4532

Applications must be submitted by **August 5, 2022** by 4:30 p.m. and must include the following;
Cover letter, current resume, and 3 work-related reference names (with contact information).

We thank all who apply, however only those applicants selected for an interview will be contacted.