**Operations Manager**

Aski Reclamation LP is a Saulteau First Nations’ (SFN) owned reclamation and environmental consulting company which integrates First Nations’ knowledge with science, to deliver solutions to our clients and pave the way for industry best practices in Reclamation, Restoration, and Environmental Services.

Aski Reclamation is excited to post for a full-time, permanent position of an Operations Manager to join our team starting in 2025.

The **Operations Manager (OM)** assumes overall responsibility and accountability for the operating field team at Aski. They play a pivotal role in ensuring the overhead budgets are managed, the mission, vision, and core values are achieved, and the operating field resources are allocated and prepared for projects.

**Salary:** $115,000 - $140,000 dependent on experience

**Location:** Onsite full – time at Moberly Lake. Our package includes relocation allowance

**Reports to:** General Manager

**Direct reports:**
Senior Team Leads, Operations Coordinator, Human Resources Coordinator

 **Major Duties**

**Operations Management**

* Ensure adequate staffing of the organization, being mindful of where the company is at in relation to the strategic plan and long-term objectives.
* Ensure that all operational and financial activities are being performed as required under, corporate policies, applicable regulatory requirements, and contractual requirements.
* Ensure SFN’s mandate of recruiting, hiring, training, mentoring, and employing SFN citizens and community members as a priority is met wherever possible with strong consideration for SFN membership and capacity building opportunities.
* Ensure scheduling is accurate, efficient, and being maximized for billability in cooperation with Project Management team.
* Identifying resource gaps and / or over utilization of resources.
* Work with the Operations Coordinator in the ongoing asset management and delivery of equipment / resources for projects’ teams.

**Staff Management**

* Delegate staff resources to the project teams based on individual strengths, skill sets and experience levels.
* Discusses with Project Managers on upcoming resource needs, both personnel and equipment.
* Enforce safety rules and ensure that all workers have the required knowledge, information, training, resources, equipment, tools, supplies and vehicles to perform their tasks correctly.
* Conducting performance appraisals with program team members, providing constructive feedback, and recommending actions for improvement.
* Providing positive leadership and motivation to all staff, encouraging a team approach, professional attitude and appearance, personal wellness, conflict resolution and interpersonal skills and relationships.
* Identifying and providing for the professional development, training, mentoring, and learning needs of staff; and
* Use and continually develop leadership skills.
* Approve employee timesheets and contractor invoices for overhead related items.
* Provide HR Management on the day-to-day operations for the staff including time off / vacation approvals, leading with support of Team Leads and HR Coordinator on probationary and annual reviews, and providing disciplinary management if required.

**Overhead Budget Management**

* Create, manage, and optimize the overhead budget for the operations department, ensuring all expenses align with the company's strategic goals and objectives.
* Work with senior leadership to define budget requirements for operational expenses such as utilities, office supplies, administrative costs, and equipment maintenance.
* Regularly track and analyze overhead expenditures to ensure they are in line with budget projections.
* Identify cost-saving opportunities without compromising quality or service.
* Forecast future overhead costs based on historical data, trends, and operational needs, ensuring that the department is adequately prepared for anticipated costs.
* Collaborate with finance to adjust forecasts based on operational changes, unexpected costs, or shifts in business priorities.
* Establish and enforce policies and procedures for controlling overhead spending within the operations team.
* Investigate any significant discrepancies and work with relevant teams to understand the root causes, developing strategies for better cost control moving forward.
* Manage relationships with vendors and service providers to ensure competitive pricing and cost-effective solutions for operational overhead expenses.
* Work closely with finance and the executive team to align overhead budget management with long-term strategic goals and financial health.
* Work closely with other department managers (e.g., Finance, HSE) to ensure that overhead costs are shared appropriately across various teams, and that interdepartmental budget allocations align with company objectives.
* Support the coordination of company-wide budget reviews to ensure overhead management is integrated into overall financial planning.

**Education and Skills**

* Have a minimum of 7 years management experience, or an equivalent combination of education, training, and experience.
* Experience in budgeting and asset management.
* Strong understanding in computer software such as Outlook, Word and Excel.
* Knowledge of operations costs and pricing.
* Practical knowledge of environmental services and consulting business.
* Strong leadership skills including strong relationship building skills.
* Ability to work with a variety of personalities and skill sets professionally and without bias.
* Maintain corporate records and ensure confidentiality.
* Have excellent oral and written communication skills; and
* Knowledge and experience of working with and/or for a First Nation’s community an asset.

**CONTACT US TO APPLY**

Please send a copy of your resume to jobs@askilp.ca with subject line “Operations Manager application 2024 – YOUR LAST NAME, FIRST INITIAL”

Closing date December 30, 2024

Only those selected for interviews will be contacted, thank you for your interest.