



**KHOWUTZUN**  
**FREEGRO**  
TREE SHELTERS

## EMPLOYMENT OPPORTUNITY

October 2021

### Operations Manager

**Purpose:** We are looking for an employee to join us in our production facility. This position is a senior role reporting to the Chief Executive Officer. You will be responsible for the smooth operation of the equipment, production, and quality of output. This role will be critical to ensuring an efficient manufacturing process that meets or exceeds customer requirements and expectations.

**Responsibilities:**

- Drive a safety-first culture
- Build, lead and deliver short term and long-term operational strategies and accelerate business growth
- Coach, train, develop and lead staff
- Manages department resources to ensure maximum output, accuracy, and efficiency at all times
- Ensures all employees adhere to safety policies and procedures at all times
- Budget Management, managing accounts receivable, and payables
- Operate Automatex machine, Juki machine, and bending machine (training provided)
- Other duties as required

**Required Skills, Knowledge and abilities:**

- Must be able to stand for long periods
- Ability to work independently as well as in a team environment
- Strong time management and organization skills; ability to meet deadlines
- Ability to plan, organize, and prioritize
- Detail-oriented, proficient, and accurate
- Results-driven
- Must be able to lift 25 lbs. (12 kg) to waist level
- Marketing expertise is considered an asset

Operating hours will be from 8:30 am until 4:30 pm Mondays through Fridays. These hours may vary from time to time, depending on the needs of the operation. This position is a one-year term.

This position will require that they are fully available for ongoing on-the-job training. You will also be required to ensure that your work areas are neat, clean, and orderly at all times. You will also be required to ensure that you perform your duties following all workplace safety guidelines, rules and regulations.

Interested applicants must be a **Cowichan Tribes Member** due to the funding criteria and are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned and position title.

**Khowutzun Freegro Tree Shelters is located at:**

200 Cowichan Way, Duncan, BC V9L 3Y2

**Email:** [resume@khowutzun.com](mailto:resume@khowutzun.com)

**Deadline:** Until position is filled