



## EMPLOYMENT OPPORTUNITY

LLRIB Keethanow Group of Businesses is seeking an ambitious, hard-working individual that has extensive knowledge and experience in business management to apply for the position of:

### GENERAL MANAGER

Owned and operated by the Lac La Ronge Indian Band, the Keethanow Groups of Businesses (KGB) includes a lumber & furniture store, bingo hall, three confectionary/ gas bars and two grocery stores. The General Manager is the lead position within the group of companies that employs approximately 80 staff. Under the direction of the Executive Director and KGB Board of Directors, the General Manager will be responsible for overseeing the overall operations of various businesses with an outlook of opportunities including expansion.

#### REQUIREMENTS:

- Minimum a bachelor's degree in business, operations management, or a related field.
- Ten years of progressive experience in a management role and at least five years in the retail industry.
- Equivalent combination of education and experience may be considered
- Proven ability to understand and interpret financial reports including budgetary guidelines, Accounts Payable, Accounts Receivable, payroll, and expenditures
- Sound business acumen, analytical thinking, planning, prioritization, and execution skills
- Experience with budget preparation and management
- Eligibility for bonding
- Clean criminal record check
- Must have minimum class-5 driver's license. Own a vehicle
- Ability to build and maintain lasting relationships with key external stakeholders
- Effective leadership skills, with a strong focus on operations and business processes
- A clear and solid understanding of personnel policies, practices, and procedures and other operational issues faced by the organization
- Ability to identify issues and implement creative and strategic solutions to overcome problems
- Experience with coaching and development of management-level employees.
- Experience working with northern First Nations people and knowledge in the retail industry is essential.

#### RESPONSIBILITIES:

- Develop, Lead, and Supervise the store managers to be more effective in all aspects of running a small business.
- Develop and execute sales plans for the stores to maximize sales/profits;
- Supervise financial activities, including accounts payable, accounts receivable, general accounting, payroll, special projects accounting, financial planning, and reporting;
- Facilitate any auditing conducted by third parties to ensure effective resolution and swift closure of auditing activities;
- Develop and implement an inventory control system;
- Create and enforce business rules for all financial reporting;
- Investigate variances in budgets, reporting, internal controls, and general accounting; deploy measures to resolve variances;
- Demonstrate the ability to teach excellent customer service and satisfaction and store appearance;
- Design, develop and implement retail business policies and procedures;
- Effectively communicate business knowledge to motivate the performance of business associates;
- Develop and training store managers and business associates to achieve optimal business results;
- Demonstrate the ability to lead others;

Salary is negotiable based on education and experience. LLRIB employees are entitled to a complete benefit (pension and insurance) package, northern living allowance, housing allowance and relocation allowances, where applicable.

**Date of Posting: 14<sup>th</sup> April, 2019**

**Deadline for application: UNTILL SUITABLE CANDIDATE IS FOUND**

Submit cover letter and resume including three (3) professional references (excluding Chief and/or Councillors and one of which must be from your last employer) to:

Human Resource Office, Lac La Ronge Indian Band, Box 480 La Ronge, Saskatchewan, SOJ 1L0

Fax: (306) 425-2170, E-mail: ([hinfo@llrib.ca](mailto:hinfo@llrib.ca))

Or use the link to apply <https://llrib.bamboohr.com/hiring/jobs>

**For further information, call Human Resource at (306) 425-2183.**

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check. Please be advised applications received without the proper documentation may not be considered. In the cover letter, please indicate permission to contact references.

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