



Emmanuel Home Site Manager

Job Description

This position will report to the Director of Operations in a full-time role by providing oversight & management at the Emmanuel Home Site. As part of the Department Managers team, the Site Manager will oversee day-to-day site operations of most departments and ensure the Society's overall good health and standing are maintained throughout the current and upcoming growth stages.

Primary responsibilities include:

1. Oversee the day-to-day operations, including working with all department managers, and be proficient in related aspects including leadership, staff culture, policy making and establishing, meeting industry standards, operating under budget.
2. Implement plans and practices to ensure employees comply with company practices, policies, accreditation, and regulatory requirements.
3. Budgets and forecasting
4. Any other duties required from the Leadership Team to support the Society's ongoing activities.
5. Monitor staffing requirements and make recommendations to meet customer service expectations.

Qualifications

1. Education and/or background in Business/Commerce.
2. Experience in management and/or sales management role preferred.
3. Excellent planning, analytical and execution skills
4. Understanding of Risk Management and evidence-based decision making
5. Experience with Microsoft Office Excel, Outlook and Word is required.
6. Excellent negotiation and communication skills.
7. Proven track record in meeting business plan objectives.

Personal Attributes

1. Excellent verbal and written communication skills.
2. Strong time management while juggling a wide range of tasks.
3. Provide leadership and collaboration through role modelling, address opportunities and challenges, support staff through accountability and ownership, and encourage innovation.

Compensation

A competitive salary will be offered to the successful candidate, as well as access to group benefits and RRSP matching program.

Availability: The position is open, and the application window will be closed once a successful candidate is found. **Start Date: No later than August 15, 2024.**

For more information or to apply send resume with two references and cover letter to: Laura Pothoven, Director of Operations, lpothoven@emmanuelhome.ca

Notes

Security screening for working in the vulnerable sector required.