



EMPLOYMENT OPPORTUNITY

Wabasca General Manager

Bigstone Oilfield Services and Supplies LTD. (B.O.S.S.) is an entity owned by Bigstone Cree Nation. It is a resource industry service provide within Bigstone Traditional Territory. B.O.S.S. is currently seeking a professional self-motivated individual to oversee the daily operations of the company. The company specializes in the recruitment, organizing, deployment, and management of; fire fighters, security, safety personnel, labor crews, maintenance, construction workers, oilfield operators, trade people and equipment operators. This individual will report to the Board of Directors and be responsible for monitoring, controlling and closing our current and ongoing projects. This individual will ensure the creation and implementation of a strategy designed to grow our business for future projects.

Duties and Responsibilities:

- ❖ Responsible for the safe, efficient and profitable execution of projects,
- ❖ Daily management and allocation of crews, subcontractors and equipment in an efficient and effective manner,
- ❖ Provide leadership that results in enhancing our safety program and take accountability to keep all employees safe,
- ❖ Prepare annual budgets and monitor finance and revenue streams
- ❖ Ensure written monthly reports are submitted to the Board of Directors
- ❖ Collaborate on project bids by providing input into execution strategy, manpower, and equipment allocation and sub-contractor costs
- ❖ Supervise all employees of B.O.S.S. (administrative staff, field staff, operators, contractors)
- ❖ Perform other duties that may be required.

Qualifications:

- ❖ A degree in management or business administration diploma and/or an equivalent education and experience will be considered
- ❖ A minimum of 5 years' experience in industrial and/or construction industry,
- ❖ A valid class 5 driver's license,
- ❖ Knowledge of Bigstone Cree Nation Traditional Territory
- ❖ Excellent written and verbal communication skills
- ❖ Excellent attention to detail and strong work ethic

Salary will commensurate with qualifications and experience. Please submit cover letter, resume and criminal record check to:

Tammy Bigstone
Box 960 Wabasca, AB. T0G 2K0
Fax: 780-891-3888
Email: tammy.bigstone@bigstone.ca

Submission Deadline: February 7, 2020 @ 4:30PM

Thank-you in advance to all of the applicants, only applicants that meet the criteria will be contacted for an interview.