

SITE MANAGER (NORTH EAST CALGARY LOCATION)

General Responsibility

The Site Management position is responsible for the financial, business, and customer intimacy activities of the site. This position is a hands-on job requiring excellent technical, organization and communication skills.

This position offers the opportunity for substantial career development and will work closely with the Residential Service Manager and Customer Support.

Responsibilities

- With cooperation of the Service Manager, the RS Site Manager will be responsible for the all business decisions of the site/hub. This includes preparation of budgets, accounts payable, payroll financial reporting, and any other fiscal activities necessary to maintain financial overview of the site/hub.
- Responsible for developing work methods and processes to establish long term goals and priorities to support our clients Strategy.
- Manage operations, maintenance and administrative activities of the site, including adherence to customer contact and expectations.
- Serve as our client's representative and be available at all times to participate in scheduled and on demand meetings with contract customer. This may include managing multiple relationships up to a corporate level.
- Motivate team and maintain team morale which includes; completion of employee reviews, developing employee career development plans, improving customer satisfaction, and ensuring a safe workplace.
- Responsible for adherence to company policies and procedures.
- Development of site specific training programs that adhere with our clients training programs.
- Implement and monitor Quality program at the site/hub and ensure of conformity and standards.
- Responsible for the day to day activities such as hiring requirements, assisting in terminations, disciplinary coordination with HR, and conflict resolution.
- Facilitate Customer intimacy meetings on a regular basis to ensure a high level of customer satisfaction is being provided and to investigate the prospects of future sales.
- Delivery of monthly staff meetings.
- Maintain strict compliance with applicable OSHA, state, local, and company safety laws, regulations, policies, and procedures. Coordination of safety matters with the Residential Service Manager.
- Appoint a Site Safety Leader.
- May be assigned to special projects or required to perform other duties not listed above, which may vary from time to time as determined by management, to meet company needs.
- Ability to work a flexible schedule.

Requirements/Skills and Abilities

Required:

- Bachelors or higher degree in business related management discipline or the combination of experience and training in a related field to meet the minimum requirements. (May be superseded by higher contract requirements)
 - Must be able to read, write, speak, and understand the English language.
 - Must have and maintain a valid driver's license and be insurable under the company's policies
 - Must be able to pass a drug and alcohol screening test and comply with our clients drug and alcohol policy
 - Must be able to obtain and maintain an Airport Security Badge
-

- Knowledge of:
 - Fundamentals of financial mathematical techniques
- Microsoft Office (Word, Excel, Power Point), E-mail, scanning and copying
- Ability to:
 - Travel nationally and internationally
 - Prepare specifications and documents in accordance with site/customer requirements.
 - Keep abreast of changes in engineering technology of systems.
 - Accept responsibility and take ownership for his/her actions.
 - Solve problems with clear and reasonable thinking.
 - Maintain company procedures while taking care of customer's needs.
 - Conform to a set of values and standards accepted by management.
 - Obtain desired results from pre-determined agreed upon goals.
 - Formulate a sound decision using the available information.
 - Effectively build customer intimacy and sound relationships with co-workers.
 - Be organized and follow a systematic method of performing a task.
 - Work with people regardless of race, gender, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, veteran status, medical condition, or job type.
 - Work with a variety of personalities and individuals.
 - Immediately rectify conditions that affect employee safety.
 - Be seen as a trustworthy and credible representative of our client.
 - Effectively work under pressure and time constraints.
 - Complete assigned training on agreed upon time frame.
- Excellent time management
- Attention to detail and the ability to learn quickly
- Excellent in communication (both verbal and written)
- Professional, positive, and energetic attitude

Desired:

- Minimum 7+ years' work experience
- Experience in one or more of the following areas would be advantageous: experience in warehousing, and distribution, facilities, Airport operations, or maintenance management
- Possess OSHA 10 or 30 certification
- Documented evidence of Project management, organizational development or supervisory experience in an airport environment

Commitment Required. We are looking for a long term commitment, the ability to set and meet goals and the willingness and ability to travel.

Our client is an equal opportunity, progressive and innovative company offering their employees a competitive salary and comprehensive benefits package.

If you are interested in this opportunity please forward a resume in confidence in MS Word format to michellethompson@employeremployer.com. We thank all applicants for applying however only those candidates qualified who are a Canadian Citizen or have working papers or Visa to work in Canada will be contacted all other resumes will be kept on file for future opportunities.

www.employeremployer.com
