



Job Posting: People & Business Operations Lead

Position: People & Business Operations Lead

Location: Hazelton, BC

Department: Operations

Reports To: Chief Executive Officer

Closing Date:- February 21, 2025

Position Overview:

Gitanmaax is seeking a dynamic and skilled **People & Business Operations Lead** to oversee both operational and people functions within our organization. This hybrid role is integral to the success of Gitanmaax, combining strategic management of daily operations with effective leadership of HR initiatives. You will be responsible for streamlining processes, supporting organizational growth, and fostering a positive and inclusive workplace culture.

As the People & Business Operations Lead, you will collaborate with the leadership team to ensure that operational goals align with human resource strategies, enabling a cohesive approach that benefits both the organization and its employees.

Key Responsibilities:

- Oversee daily operations within the First Nations Government, ensuring efficient resource use and alignment with strategic goals.
- Develop and implement strategies to improve service delivery and operational efficiency.
- Work closely with department managers to streamline processes and achieve business objectives.
- Manage budgets and ensure financial operations remain within budgetary constraints.
- Ensure compliance with policies, procedures, and regulations.
- Lead recruitment efforts, including job postings, interviews, hiring, and onboarding.
- Act as a point of contact for employee relations, resolving conflicts and promoting a respectful workplace.

Qualifications:

- **Education:** Bachelor's degree in business administration, Operations Management, Human Resources, or a related field. Additional certifications in HR, operations, or leadership are a plus.
- **Experience:** Minimum of 5 years in operations management with a solid understanding of HR practices. Experience with First Nations communities is highly preferred.
- **Skills:**
 - Strong understanding of operations management and HR best practices at the federal level.
 - Proven ability to manage budgets, processes, and performance metrics.
 - Excellent communication and interpersonal skills.
 - Ability to foster a positive, inclusive, and engaged workplace culture.
 - Strong leadership, organizational, and problem-solving abilities.

Salary & Benefits:

- Salary: \$80,000 - \$100,000 per year (depending on experience and qualifications).
 - Comprehensive benefits package (health, dental, retirement plans).
 - Hybrid work model with flexibility can be considered for the suitable candidate.
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How to Apply:

Interested candidates are invited to submit their resume and cover letter outlining their qualifications and experience to j.wong@gitanmaax.com on or before February 21, 2025.