



Snowmobile – Motoneige NB*

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| Job Title: | General Manager | Reports To: | President SMNB |
| Office Location: | Woodstock, New Brunswick | Start Date: | July 1, 2021 |
| Location: | Province Wide | Travel Required: | Provincial / National / USA |
| Level/Salary Range: | To commensurate with demonstrated level of experience | Position Type: | Full-Time subject to a 1-year probationary period |
| HR Contact: | P. J. Robichaud | Date posted: | July 1, 2021 |
| Will Train Applicant(s): | Snowmobile Operation | Posting Expires: | August 31, 2021 |
| External posting URL: | www.snowmobilenb.com | | |
| Applications Accepted By: | | | |
| FAX OR E-MAIL: (506) 325-2627 or HR@snowmobilenb.com Subject Line: General Manager Application Attention: HR Department | | MAIL: Snowmobile – Motoneige NB HR Department 147-B Houlton Road Woodstock, NB E7M 1Y4 | |
| Job Description | | | |
| <p>ROLE AND RESPONSIBILITIES</p> <p>The General Manager, of Snowmobile – Motoneige NB, which is a Not-For-Profit Volunteer Organization, reports directly to the President and Board of Directors</p> <ul style="list-style-type: none"> • Manages & Coordinates activities with office and field staff. • Interacts with government departments and officials. • Prepares and delivers public presentations to various groups. • Attends various meetings and conferences. • Organize and participate in various snowmobile activities. • Facilitates other various aspects of the organization. | | | |
| <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>The ideal candidate would be fluently bilingual (English & French), well educated, and have a varied business related background. Must be a team player, energetic, and interact well with staff and public.</p> | | | |
| <p>PREFERRED SKILLS</p> <p>This person should also have excellent computer skills, and proficient with MS Word, Excel, and PowerPoint. Familiarity with other IT platforms, including social media is required. Must also be a proficient public speaker in both English & French.</p> | | | |
| <p>ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Must possess a valid Driver License and reliable transportation. • Willingness to travel, work flexible hours, including evenings and weekends. • Willingness to work in an outdoor environment, including winter weather conditions. • Willingness to participate in discovery proceedings, representing the SMNB. • Have excellent communication skills, both speaking and writing in English / French. | | | |