



EMPLOYMENT OPPORTUNITY

Cold Storage and Food Hub Front Office Supervisor.

The Okanagan Nation Alliance (ONA) is the tribal council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions of common concern.

The Okanagan Nation Alliance is seeking to employ a Cold Storage and Food Hub Front Office Supervisor. Under the direction of the Fisheries Program Manager, the Cold Storage and Food Hub Front Office Supervisor, will assume responsibility for supporting the day to day office functions, store operations and sales and will advance the logistical planning, program development and capacity building related to the mandate of the Okanagan Nation Alliance, Cold Storage and Food Hub initiative. The position holder is required to work collegially with all departments and partners, Okanagan Nation communities, committees, working groups, special interest groups and businesses.

Key Responsibilities:

1. Core responsibilities include stocking, inventory and control, risk and quality control, sales, point of sales (POS) systems development, maintenance and control, cash handling and control, development of templates to capture and categorise data for reporting.
2. Draft and process correspondence including but not limited to, contracts, letters and reports while ensuring confidentiality and compliance with Okanagan Nation Alliance policy and procedure.
3. Assist with the monitoring of agreements and work plans and schedule quarterly reviews.
4. Provide the Fisheries Program Manager and the Food Logistics and Marketing Coordinator with reports regarding sales, marketing, inventory and Health and Safety.
5. Support and provide administrative input with the implementation and maintenance of the Okanagan Aquatic Enterprise (OAE) Quality Assurance Model.
6. Process Accounts receivable and payable to the ONA Cold Storage and Food Hub initiative.
7. Assists with Budget and Expense control as well as enterprise resource planning.
8. Update and maintain the operational procedures to enhance electronic filing and communication systems.
9. Receives and welcomes Storefront customers, takes orders (including phone and online orders), assist with preparation of orders, including market related questions and enters sales data.
10. Performs assigned meeting coordination, logistical planning and takes minutes of the meetings including any special meetings.
11. Coordinate with pickup and delivery of program items.
12. Supports the Fisheries Program Manager and Food Logistics and Marketing Coordinator by way of monitoring and processing HR related activity forms that include timesheets, expense forms, and reminders for staff evaluations.
13. Evaluate Health and Safety procedure for "The Hub" which includes coordination of inspections and follow-up.
14. Coordinate "Hub" fleet and equipment repairs and maintenance.
15. Creating and updating social media posts (i.e. Facebook, Website, Instagram)
16. Coordinate and monitor partner Indigenous fisheries purchase and sales.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

1. Business administration diploma preferred with 3 years' applicable experience.
2. Or minimum of 5 years' experience working in Administration and program support

Knowledge, Skills and Abilities

1. Aboriginal ancestry preferred.
2. Demonstrated experience successfully working in Aboriginal organizations and cultural contexts.
3. A good understanding of First Nations issues, practices and culture.
4. Ability to deal with numerous issues simultaneously and make timely and sound decisions within delegated authority.
5. Experience and aptitude for creating and maintaining record systems.
6. Diplomacy, excellent communication skills.
7. IT literate (MS Office software, LibreOffice, WordPress, POS system).
8. Experience in Accounts Payable and with QuickBooks.
9. Team player with professional approach.
10. Discretion, ability to respect confidentiality and handle sensitive information
11. Must have the ability to manage time and prioritize workload in order to efficiently deal with the workload expected of the position.
12. Demonstrated written and oral communication skills.
13. Demonstrated organizational, time management and presentation skills.
14. A reliable vehicle and a valid class 5 BC Driver's License.
15. Fork lift certification is desirable.
16. Flexible work hours/willingness to work on evenings and weekend.
17. Food Safe required.
18. First Aid required.

Term: Up 40 hrs/week with flexible work hours (e.g. some evenings and weekends)

Application Procedures: Resumes and covering letter must be submitted to:
David Leroux, Employment and Human Resources Administrator
Okanagan Nation Alliance
101 – 3535 Old Okanagan Hwy, Westbank, B.C. V4T 3L7
Email: dleroux@syilx.org or Fax: 250-707-0166

Qualified Applicants will be processed immediately for on-call employment

Thank you for your interest, **No Phone Calls Please**

