



Waabigoniin Saaga'iganiiw Anishinaabeg
Wabigoon Lake Ojibway Nation
RR#1, Site 115, Box 300 • Dryden, ON • P8N 2Y4
Tel: (807) 938-6684 • Fax: (807) 938-1166



Wabigoon Lake Ojibway Nation

Employment Opportunity

Tree Nursery Manager

FT/PT Status: 1 Full-Time (Seasonal) Position Available

Location: Wabigoon Lake Ojibway Nation, ON

Closing Date: Wednesday, March 7, 2018

Summary: The Tree Nursery Manager is accountable for the operation and management of the Wabigoon Anishinaabe Gitigewin Corporation which produces forest tree seedlings for forest renewal programs. The Tree Nursery Manager develops an annual nursery operating plan which identifies budget and seedling production objectives with the expenditures necessary to achieve these objectives. They will maintain direct responsibility for the operation of the nursery to ensure annual seedling production targets are achieved while ensuring industry standards for quality and seedling specifications are met.

Job Duties:

- Participate in the development of annual and long-term goals and strategies to ensure the continued effective operation of the Wabigoon Anishinaabe Gitigewin Corporation
- Maintain relationships with a broad base of forest industry clients to establish and develop tree seedling markets
- Constant monitoring, evaluation, and assessment of seedling crops during the growth stage and working closely with staff directly responsible in the growing process is essential.
- Establish and implement marketing tools to meet or exceed seedling sales goals
- Establish and implement practices and procedures for effective and self-sustaining financial operations
- Order materials such as fertilizers, nursery care equipment, and other nursery related accessories and verify orders once received
- Maintain records on stock, personnel, and finances including payroll
- Ensure accuracy and efficiency during the shipping season
- Performs other duties as assigned by the Chief and Council

Qualifications:

- Completion of post secondary education in Business Management or Horticulture and a minimum of five (5) years' related work experience; or a combination of related education and experience
- Ability to perform general physical activities such as lifting, bending and standing for extended periods of time
- Excellent communication skills, both verbal and written and the ability to effectively communicate with a diverse group of individuals
- Knowledge of computers and software applications such as Microsoft office
- Must be able to negotiate with contractors and other businesses

Please submit a Cover Letter and Resume along with 3 References by: **March 7, 2018 at 4:00 pm**

Applications can be submitted by mail, fax, email, or in person to:

W.L.O.N Band Office
Attention: Human Resources Manager
RR1, Site 115, P.O Box 300
Dryden, ON P8N 2Y4
T: (807) 938-6684
F: (807) 938-1166
E: humanresources@wlon.ca

LATE APPLICATIONS WILL NOT BE ACCEPTED

WE THANK ALL APPLICANTS HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED