

Operations Analyst/Trainee



EMPLOYMENT OPPORTUNITY

Ziibi Anishinaabe Investments Inc. (Ziibi Investments) is Rainy River First Nations' economic development corporation. Rainy River First Nations (RRFN) developed Ziibi Investments to create value and opportunities by building and acquiring enterprises that will generate strong financial performance, provide employment and training for community members, building leadership and management skills across diverse industries and across all stages of a career.

Ziibi Investments is seeking a positive and energetic professional to join our company as Operations Analyst/Trainee on a full-time basis. The Operations Analyst/Trainee will work closely with the Office Manager and report to the Ziibi Investments' Chief Financial Officer and will interact when needed with the Manitou Holdings GP Board and support the ongoing administration of the Manitou Business Management Trust, the RRFN Community Trust and the Manitou Community Holdings Trust. The ideal candidate will have previous experience in business, operations and/or technical related positions. Previous experience with project management and/or working in an office/administrative position would be beneficial in this role. The ideal candidate will have a strong desire to learn, grow and improve their professional skills with the Company.

Roles and Responsibilities

- Assist the Office Manager, CEO and CFO with the day-to-day management of the Ziibi Group of Companies as outlined by the direction and vision provided by the Ziibi Investments' board of directors and the Manitou Business Management Trust.
- Assist with the day-to-day operations, sales, marketing, business development, HR and finance functions for Ziibi Investments and its associated subsidiaries/companies/trusts.
- Provide insight and recommendations in the identification, evaluation, approval, and execution of new business opportunities.
- Assist the Office Manager, CEO and CFO in the preparation of operating and financial reports to Ziibi Investments' board of directors.
- Undertake and execute projects independently, as assigned.
- Provide administrative support as required for all Manitou Business Management Trust, RRFN Community Trust and Manitou Community Holdings Trust operations and to all Trustees.
- Maintain high ethical standards and ensure the confidentiality of critical business information.
- Undertake any other tasks, duties or responsibilities required.

Submit your cover letter and resume to

resumes@ziibicorp.com

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The ideal candidate will have the following training, experience, and abilities:

- Post-secondary degree or diploma in business, or an equivalent combination of training and experience. BComm, Business Administration, Engineering, or related disciplines considered.
- A minimum of 2-3 years office administrative and technical experience with increasing levels of responsibility.
- Experience with and understanding of financial and accounting principles and best practices.
- A systems thinker with an interest in developing processes that improve safety, efficiency, and effectiveness
- Demonstrated ability to work in an environment with multiple projects and initiatives, including annual budgets and reporting requirements.
- Strong interpersonal and communication skills, excelling in a team and deadline-oriented environment.
- Positive attitude with the ability to pivot quickly to changing circumstances and respond new opportunities.
- Effective time management skills, with the ability to manage competing priorities and tight deadlines.
- Willingness to learn, grow, and contribute to the continued growth of the company.

Requirements for Applicants to be Considered:

- Applicants must have valid Drivers license and reliable transportation.
- Applicants must reside in Canada.
- Applicants must have completed Grade 12.
- Applicants must be willing to provide a criminal record check, credit check and references, on request.
- Applicants may be required to undergo drug and alcohol testing where permitted by law.

All interested applicants who meet the above training and experience criteria are encouraged to apply.
Preference will be given to members of Rainy River First Nations (RRFN)

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