



Operations Manager

Alberta Indian Investment Corporation, (AIIC) is seeking a self-motivated individual to assume an exciting and challenging position of **Operations Manager**.

AIIC is a leading commercial lender and business support service specialist located on the Enoch Cree First Nation bordering the west end of Edmonton. AIIC, operates within a dynamic social enterprise eco-system with a specific focus on business loans and entrepreneurial needs of the Alberta First Nation community and has since 1987.

Reporting to the Chief Executive Officer the **Operations Manager** is responsible for contributing to the prudent and profitable operation of AIIC.

POSITION SUMMARY:

- Participate in the AIIC management team as directed by the CEO.
- In consultation with the CEO, develop operational plans, performance targets and metrics to fulfil corporate goals within parameters established by the Board of Directors and CEO;
- Oversee all aspects of **AIIC's Loan Services** through prudent quality and risk controls while achieving or maintaining corporate yield/revenue/expense targets;
- Oversee and manage various board committee requirements as needed;
- Identifying, marketing, developing and managing partnerships and potential funding opportunities to enhance entrepreneurial support services;
- Development and maintenance of management and financial reporting in consultation with the CEO and Financial Controller;
- Direct supervision of Business Loans Managers and administrative staff;
- Oversee all HR requirements of all subordinate staff;
- Develop and maintain an effective AIIC presence and call program among Alberta First Nations;
- Must be comfortable with public presentations and leadership interactions.

INDIVIDUAL:

- Must have 5+ years commercial lending experience;
- Must have background in business development or entrepreneur development support services;
- Must have previous senior or middle management experience;
- Preference will be given to individuals with post secondary education either in; Business Administration, Commerce, Economics or Accounting although extensive direct experience as noted above may be considered;
- Must be technically adept with appropriate industry software applications;
- Knowledge of the Alberta First Nations communities and willingness to travel;
- Candidates must possess a valid driver's license & acceptable drivers abstract.

The salary for the position is commensurate with education and experience. AIIC provides employees with a comprehensive group health benefit package and Corporate Pension plan. To be considered for this challenging and rewarding position, please forward your resume and references in confidence to:

Alberta Indian Investment Corporation
PO Box 180
Enoch, AB
T7X 3Y3
FAX: 780-470-3605
EMAIL: RockyS@aiicbusiness.org

Position will remain open until a suitable candidate is found. Only those applicants selected for an interview will be contacted.