

YSC FOREST PRODUCTS MARKETING BOARD

JOB OPENING: GENERAL MANAGER



REPORTING TO: Board of Directors

SALARY: to be discussed

BENEFITS: Group Health Plan

LANGUAGE: English

HOURS: 37.5 hours per week plus overtime

LOCATION: Fredericton, NB

The YSC Forest Products Marketing Board is a non-profit, non-government who represent private woodlots and producers. Our objective is to improve private woodlot resources by offering woodlot owners a range of management and marketing options in our area. We provide markets for wood to many mills in New Brunswick, as well as Quebec and Maine.

KEY RESPONSIBILITIES & DUTIES: Subject to legislation and regulatory requirements under the natural Forest Products Act, the function of the General Manager of the YSC Forest Products Marketing Board is the general day to day administration of the activities of the Board. Policy is set by regulation and/or the Board of Directors; implementation and reporting is the responsibility of the Manager.

To initiate, manage and execute the planning and organization of the priorities established by the Board.

The administration and management of human resources and the general administration of the office.

Organize and hold all Board meetings, prepare agendas, present monthly financial reports and provide all relevant information to the Board to allow its members to make informed decisions. The Manager is also responsible for the recording and maintenance of minutes of all meetings.

Responsible for executing decisions and policies established by the Board.

Preparing and holding annual District meetings, as well as the annual General meeting.

Preparation and presentation of annual budgets.

Responsible for the management of negotiated contracts and acting as the first line of contact for mills, producers, Board members and staff.

Responsible for communication with Government agencies, such as NB Forest Products Commission, Minister of Energy & Resource(formerly Natural Resources), Politicians, and various other agencies.

Responsible for the maintenance and management of the Marketing Board's finances.

ACADEMIC OR TRADE QUALIFICATIONS:

MANDATORY:

High School Diploma

Must have management/supervisory experience.

A forestry degree/diploma will be considered an asset, but not required.

WORK EXPERIENCE & SKILLS:

Must have the ability to demonstrate effective communication skills.

Must possess experience using Microsoft Word, Excel and Power Point, Email, Internet.

Must have a general knowledge of the forest industry and forest issues.

Must be bondable and possess a valid driver's license.

Must submit to a criminal background check.

Must provide references.

Please send your resume and cover letter to:

By email: erica.odonnell@yscnb.ca

By Fax: 506-444-6630

Applications deadline is Friday **July 14, 2017**

Only those selected for an interview will be contacted.