



Career Opportunity

Certification Coordinator

The Mission of the Haida Enterprise Corporation (HaiCo) is to generate a diverse, functioning and sustainable economy on Haida Gwaii, for the long term well-being of the Haida People and culture. As employees of the HaiCo organization, we are constantly challenging ourselves to find innovative ways to build an enterprise that creates and develops new opportunities for our shareholders, the Haida People and the economy of Haida Gwaii.

POSITION SUMMARY

Reporting to the Communications Manager, and based on Haida Gwaii, this position fulfills a key function for HaiCo and our business enterprises.

As Certification Coordinator, the incumbent works closely with our Communications Manager, HaiCo Contractor and operations staff to assist in the maintenance and implementation of corporate management systems (CMS) and certifications for each HaiCo business entity. This position assists in finding simplicity, efficiencies and commonalities within and between systems to strengthen and streamline.

In the first year of employment, the Certification Coordinator will learn for each subsidiary: individual systems and maintenance, learn how to conduct inspections and write inspection reports, learn the different certifications and how each CMS is applied.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong interpersonal skills and ability to work with a variety of different people with varying backgrounds and perspectives. Ability to foster effective relationships throughout the organization and externally
- Excellent written and verbal communication skills as well as professional presentation skills. Ability to effectively communicate certification and management system topics with management and employees
- Detail and systems oriented
- Adaptable and proactive with strong problem solving skills
- Highly productive and able to manage the competing needs of each subsidiary including on-site inspections
- Knowledge of Haida culture and processes
- **Based on Haida Gwaii**, regular travel to businesses on Haida Gwaii and Vancouver office will be required.

TRAINING, EDUCATION AND EXPERIENCE

- Minimum 3-5 years of progressive and related experience in forestry and resource management. A degree or diploma in business, resource management or related field is an asset
- Experience in tourism, sports fishing, or fish processing industries is an asset.
- Experience developing and implementing management systems
- Experience communicating technical, systems and business concepts to a variety of audiences. Experience with communicating within a political environment is an asset
- Valid class 5 driver's license

HOW TO APPLY

Deadline for applications is March 17, 2017

Please send your resume and cover letter to: careers@haico.ca or apply online at www.haico.ca under careers.