



Snowmobile – Motoneige NB*

Job Title:	General Manager	Reports To:	President SMNB
Office Location:	Woodstock, New Brunswick	Start Date:	January, 2022
Location:	Province Wide	Travel Required:	Provincial / National / USA
Level/Salary Range:	To commensurate with demonstrated level of experience	Position Type:	Full-Time subject to a 1-year probationary period
HR Contact:	P. J. Robichaud	Date posted:	July 1, 2021
Will Train Applicant(s):	Snowmobile Operation	Posting Expires:	December 31, 2021
External posting URL:	www.snowmobilenb.com		
Applications Accepted By:			
FAX OR E-MAIL: (506) 325-2627 or HR@snowmobilenb.com Subject Line: General Manager Application Attention: HR Department		MAIL: Snowmobile – Motoneige NB HR Department 109 Regent Street, Unit 2 Woodstock, NB E7M 2N6	
Job Description			
ROLE AND RESPONSIBILITIES <p>The General Manager, of Snowmobile – Motoneige NB, which is a Not-For-Profit Volunteer Organization, reports directly to the President and Board of Directors</p> <ul style="list-style-type: none"> • Manages & Coordinates activities with office and field staff. • Interacts with government departments and officials. • Prepares and delivers public presentations to various groups. • Attends various meetings and conferences. • Organize and participate in various snowmobile activities. • Facilitates other various aspects of the organization. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <p>The ideal candidate would be well educated, and have a varied business related background. Must be a team player, energetic, and interact well with staff and public. Bilingualism would be an asset.</p>			
PREFERRED SKILLS <p>This person should also have excellent computer skills, and proficient with MS Word, Excel, and PowerPoint. Familiarity with other IT platforms, including social media is required. Must also be a proficient public speaker.</p>			
ADDITIONAL REQUIREMENTS <ul style="list-style-type: none"> • Must possess a valid Driver License and reliable transportation. • Willingness to travel, work flexible hours, including evenings and weekends. • Willingness to work in an outdoor environment, including winter weather conditions. • Willingness to participate in discovery proceedings, representing the SMNB. • Have excellent communication skills, both speaking and writing. 			