



POSITION: Manager, Operations
ORGANIZATION: Glooscap Defence
LOCATION: 1718 Argyle St, Halifax (Satellite Office) or Glooscap First Nation, Hantsport NS
START DATE: February 17th, 2025
SALARY: \$70,000 - \$75,000 per year
TERM: Full Time permanent position – 37.5 hours per week, Monday to Friday

Glooscap Defence, a wholly owned subsidiary of Glooscap First Nation, is looking to hire a **Manager, Operations**. This position will provide specialized operational support to senior leadership as it builds out Glooscap Defence via new partnerships, acquisitions, and verticals.

The successful individual will be responsible for creating, developing and deploying operational processes that contribute to the effectiveness of the Glooscap Defence organization, including but not limited to all existing and future subsidiaries. This is an exciting career opportunity for the successful candidate.

JOB DUTIES:

- Responsible for ensuring the smooth execution of leadership priorities and planning as it relates to portfolio operations
- Accountable for all administrative requirements pertaining to the establishment of new commercial entities
- Build and maintain a world-class training regimen, both in-house and externally for the Defense organization
- Operationalize a security service across three domains: community, private and marine
- Provide leadership support to senior executives including reporting, logistics and administration
- Develop and maintain solid relationships with clients
- Regularly meet client representatives for status updates and address any concerns proactively
- Lead business development initiatives and opportunities for economic growth
- Maintain accurate client records, keeping track of any contract updates and renewals.

SKILLS/EXPERIENCE REQUIRED:

- 3+ years experience in security and/or defence with proven experience in a leadership role
- Experience with the full Microsoft suite of programs, MAC computers, Cloud based software, VPN, and providing assistance to others with technology issues or the willingness to learn is a strong asset.
- A team player with excellent attention to detail, organization skills and great communication skills.
- Patient with an ability to stay positive under pressure.

HOW TO APPLY: Please send your resume to: vpearson@glooscapfirstnation.com.

Deadline for receipt of resumes: **Friday January 24th, 2024 – 5 pm**

All candidates are thanked for their application; however, only those invited for an interview will be contacted. Preference will be given to candidates of Indigenous descent where all other things are equal.