

SENIOR OPERATIONS MANAGER

Winnipeg, MB



Food & Beverage Manitoba, a not-for-profit, industry-led association dedicated to promoting Manitoba's vibrant food and beverage processing industry, is seeking a **Senior Operations Manager** to manage the smooth day-to-day operations for program and service delivery ensuring the organization meets its strategic objectives.

Food & Beverage Manitoba provides relevant support to its members ensuring they have the resources, strength, and conditions to be successful. They provide the expertise and support their members need the most; developing new markets, training a skilled workforce, building human resource capacity, creating opportunities for networking and collaboration, and sharing critical information about domestic and international trade industry regulations and government programs.

Reporting to the Executive Director, the **Senior Operations Manager** will provide oversight and direction to Human Resources, Training Coordinator, Member Relations, bookkeeping/accounting, and administration of payroll. This individual will also partner with the Executive Director in executing the overall strategic plan, as well as manage the organization in the absence of the Executive Director, as required.

Other responsibilities include, but are not limited to:

- Develop, recommend, implement, and evaluate operational policies and procedures ensuring compliance with provincial regulations.
- Oversee the execution of programs, events, services, and other activities in collaboration with staff.
- Work with staff to develop and implement quality measurement/evaluation of services in all areas of responsibility.
- Establish employee performance expectations and evaluate performance results.
- Remain current on changes within the legal, regulatory, economic, and technology environments which could affect the operations of Food & Beverage Manitoba.
- Management of office resources, vendors, technology, and supplies in addition to tenant/landlord matters.
- Allocating/ managing of financial budgets, balancing of costs.

Visit <http://bit.ly/FBMB-SOM> to learn more!

Qualifications

- Bachelor Degree or Diploma in Business Administration or equivalent experience.
- Minimum 5 years of operations management preferably in a non-profit environment.
- Demonstrated leadership expertise managing and developing strong teams.
- Excellent attention to detail is essential.
- Strong financial acumen.
- Proven organizational strengths with the ability to plan and prioritize.
- Strong communication skills; able to connect with staff working remotely to maintain a strong and cohesive team.
- Well-developed knowledge of online learning.
- Experience in Food & Beverage manufacturing is a strong asset.
- Experience with government funded program reporting and communication; ability to articulate the parameters around funding provided.
- Ability to be agile and take on other roles and duties as necessary.
- Must be mandate-driven in order to effectively drive the vision of the organization.

If you would like more information about this position or **Food & Beverage Manitoba**, please visit <http://bit.ly/FBMB-SOM>

If you believe you can make a strong contribution to this organization as the **Senior Operations Manager**, please submit your resume in confidence to **Lisa Cefali – Partner, Executive Search & Strategic Development** at lisa.cefali@legacybowes.com quoting #213102