



## Job Posting — General Manager

**Position:** General Manager  
**Department:** Echo Bay Marina & Lodge  
**Supervisor:** Board of Directors  
**Type:** Full-Time (40 hrs/week)  
**Closing Date:** August 6, 2021  
**Location:** Combo of on-site (Echo Bay) and remote

### JOB SUMMARY

Echo Bay Marina & Lodge is a full-service marina on Gilford Island in the beautiful Broughton Archipelago and Kwakwaka'wakw territory. Echo Bay is a sought-after wilderness destination. It offers a rural, eco-tourism destination - a place to disconnect from the world and to reconnect with nature. Echo Bay Marina & Lodge is a First Nations owned business looking for a General Manager to oversee and coordinate the operations of all services offered at the marina (lodge, store, post office, restaurant, marina, maintenance, and seasonal events).

This position is a full-time position with much to do during the high summer season and year-round management and maintenance obligations. This position is ideal for an action oriented, hands-on individual, who has a focus on finding creative solutions for a remote, off-grid marina.

### GENERAL RESPONSIBILITIES

- Prepares an operating budget and work plan for the business (within the first few months of employment)
- Maintains budgets, prioritizes projects, seeks funding, and develops partnerships
- Coordinates the maintenance and repairs of the marina (buildings, docks, wharves, fuel tanks, generator, and other structures/equipment)
- Develops contracts and agreements as needed with employees, contractors, and service providers and manages staff/contractors consistent with approved budgets and work plans
- Maintains, develops, implements, and adapts safety procedures, including WorkSafe and COVID-19
- Supports staff responsible for bookings via online booking system Checkfront
- Provides support to staff and roles as needed, including in the store, kitchen, mooring, lodging

- Monitors and ensures customer service and guest experiences are maintained to a high standard, including problem-solving and responding to complaints and challenges
- Makes supply runs to Port McNeill and mid-Vancouver Island, as needed mainly during the summer months and coordinates supplies/deliveries to/from the marina
- Acts as an advocate and networks on behalf of the Echo Bay Marina & Lodge
- Maintaining relationships and communication with existing businesses and industry while encouraging retention and expansion
- Willingness to relocate to Echo Bay during the high season and often returning to the marina throughout the year
- Manage staff and seasonal employees
- Other duties as required

## SKILLS & EXPERIENCE

- Reliable, responsible, and dedicated self-starter with strong leadership skills
- Ability to communicate effectively and diplomatically
- Strong time management and prioritization skills
- Flexible and adaptable, focused on finding solutions to challenges associated with running an off-grid marina and lodge business
- Ability to work independently and as a team lead
- Strong interpersonal skills with the ability to work with a diverse group of people
- Secondary school completion with five years of management experience
- Experience in construction and marina maintenance a strong asset
- Strong business acumen, strong organizational and documentation skills
- Ability to work (and live) in a remote, off-grid location
- Keen understanding of First Nations culture, traditions and structures
- SVOP Boat Certification an asset
- Valid BC Driver's License and reliable vehicle an asset

We offer competitive compensation and are flexible in the structuring of employment arrangements for this unique opportunity. Interested and qualified candidates are encouraged to forward their cover letter and resume to [admin@kwaxwalawadi.com](mailto:admin@kwaxwalawadi.com) by **August 6, 2021**.

For more about Echo Bay Marina & Lodge, visit our site at <https://kwaxwalawadi.com/>.