



## **Biiwaabikoke Limited Partnership Employment Opportunity**

Job title: **Laundry Facility Manager**

Salary: \$67,300 - \$87,811 based on experience and qualifications

Employment status: FULL TIME PERMENENT

Posting Date: December 5, 2022

Closing Date: January 11, 2023 @ 4:30pm

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Biiwaabikoke LP is looking for an experienced & dedicated leader to be part of our team at our new commercial laundry facility in Marathon, Ontario.

### **Job Summary**

The **Laundry Facility Manager**, under the direction of the **Director of Business Development**, will be responsible for a full range of activities that will ensure the operational effectiveness and excellence of the commercial laundry facility. The **Laundry Facility Manager** will be responsible for overseeing all aspects of the laundry facility including human resources and business management.

This role will manage existing customers to ensure ongoing satisfaction to retain business and will cold-call within a defined market or geographic area to ensure continual opportunities for business growth.

### **Essential Duties and Responsibilities:**

- Project Management includes overseeing the building renovations, set up of the laundry facility and subsequent operations and upkeep of all business operations to ensure timely completion of deliverables
- Ensure that applicable project management practices are followed throughout project lifecycles
- Procure new customers for industrial laundry services
- Prepare and present proposals
- Participate in contract negotiations and maintain relationships with a variety of vendors and customers
- Oversee vendor and contractor services
- Ensure all permits and licenses are obtained and up to date
- Direct, manage, and optimize daily business operations
- Develop policies and procedures and personnel manuals
- Communicate with clients, vendors and customers and follow up on any concerns
- Oversee strict compliance with all safety standards and WHMIS, Occupational Health & Safety Act and all relevant H&S regulations as set out by the Federal, Provincial, local, and corporate levels with regards to all safety aspects including but not limited to training, the wearing of PPE, inventory, and supply management
- Engage with Biigtigong Dbenjgan / Biiwaabikoke Board of Directors, Managers and Directors in broad strategic planning, reporting, and current monthly results and other achievements and challenges as needed
- Work with CFO to develop and maintain budgets

- Manage and control financial processes such as inventory control and forecasting
- Coordinate with maintenance to create a preventative maintenance program for all laundry equipment
- Participate in site and workplace inspections
- Establish operations and functional area systems to collect metrics, analyze productivity and set performance targets in production, transportation, administration, sales/service
- Ensure quality and productivity is meeting production goals
- Implement, monitor, and ensure quality control measures are in place for entire operation
- Plan and control change – stay current on latest trends in laundry industry
- Hire, assign duties and manage employees
- Handle employee complaints and incidents, including conflict resolution, health & safety concerns, and all employment related situations
- Establish staff performance evaluations
- Implement training programs for better efficiency
- Other duties as directed by management

#### **Qualifications and Skills:**

- Five years or more of industry experience, plus proven experience in an executive role
- Post-Secondary Diploma or Degree in Business Administration; Marketing or similar field
- Must possess Valid Class G Ontario Driver's License, with clean driver's abstract/ meet insurability requirements
- Demonstrated project management skills
- Effective leadership skills, with a strong focus on mentoring and motivation of employees and analytical ability, proactiveness, decisiveness, developing processes to maximize safety, financial results, quality, productivity, and community stewardship
- Strong work ethic, highly independent and goal oriented
- Possess strong safety awareness
- Flexible schedule including days/nights, weekends, and holidays if necessary
- Computer literacy required, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and email
- Comprehensive knowledge of business processes and functions, planning and budgeting
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control
- Ability to identify issues and implement creative and strategic solutions to overcome problems
- Excellent presentation, written, verbal and interpersonal skills
- Understanding of industries and areas of service relevant to the laundry facility
- Able to create realistic schedules and meet deadlines under stress and interruptions

Biiwaabikoke offers an attractive benefits and pension plan.

Please forward a cover letter, resume and three professional references to:

[ldonaghy@picriver.com](mailto:ldonaghy@picriver.com)

or

Lila Donaghy

Administrative Coordinator

Biiwaabikoke Limited Partnership

36 Pic River Road, Heron Bay, Ontario POT 1R0

Incomplete applications WILL NOT be considered & WILL automatically be screened out