

# Operations Manager, Kahnawà:ke Cannabis Control Office

## Duration:

Fifty-Two Week (52)  
Fixed-Term, Full-Time  
- Six (6) Month  
Probation Period

## Division:

Office of the Council  
of Chiefs

## Salary:

\$1,290.00 -  
\$1,457.25 per week  
(37.5 hours per  
week)

Deadline To  
Apply:

## Details

### Purpose:

Is responsible for the management of all operational and regulatory requirements and services as they pertain to the successful functioning of the Kahnawà:ke Cannabis Control Office.

To coordinate the overall management of the KCCB, internal and external resources which includes the Cannabis Health and Safety Committee (CHSC). Is responsible for the development and implementation of all processes, procedures, budget and for ensuring that communication channels and information flow is accurate and consistent.

# Roles & Responsibilities:

## Operations Management

- Monitors and oversees all issues for the KCCB and CHSC.
- Is the primary contact between KCCB, CHSC, Health Canada, MCK, Peacekeepers, and license holders.
- Coordinates, participates, and takes notes for all KCCB and CHSC meetings.
- Manages the day-to-day operations of the KCCO.
- Prepares and submits the annual operating budget for KCCB's approval.
- Manages the approved budget.
- Develops and implements operational procedures to ensure quality assurance.
- Assesses need for operational changes and makes recommendations to KCCB.
- Receives inspection reports and monitors the inspection schedule.

## Permit Application Process Management

- Communicates the permit application process, requirements, and conditions to clients and is the liaison between the applicant/permit holder and the KCCO.
- Receives and ensures permit applications meet all the requirements of the Kahnawà:ke Cannabis Control Law and the federal cannabis law.
- Reviews all applications and amendment requests and makes recommendations for approval with the KCCB.
- Coordinates criminal record, background checks, and membership verification for all permit applicants.
- Prepares all required KCCO public notices.
- Prepares permits and renewals as directed by the KCCB.
- Informs the Board of any breaches to permit conditions that they are made aware of.
- Collects and remits any applicable fees.

## General Office Management and Administrative Support

- Processes bills, secures purchase orders, and verifies/approves invoices and acquisitions against purchase orders.
- Coordinates special workshops, strategic sessions, and meetings, and any training requirements.
- Prepares all correspondence, reports, and other documentation required.
- Manages and maintains an accurate and up-to-date filing system that ensures confidentiality.
- Provides reception services to the office of the KCCB.
- Orders office supplies.
- Manages reports and data and makes them accessible to the KCCB, the Council of Chiefs, CHSC and interested community members.
- Collaborates with MCK Public Relations on PSAs and website.
- Ensures that information received from the Health and Safety Committee, Kahnawake Peacekeepers, inspectors, and external agencies is forwarded to the KCCB.

# Education & Experience:

- Bachelor's Degree in Business Administration, plus one (1) year relevant experience OR
- DEC in Social Sciences, plus three (3) years relevant experience OR
- High School Diploma, plus five (5) years relevant experience.

## Knowledge, Skills, & Abilities:

- Working knowledge of the Kahnawà:ke Cannabis Control Law and functions of the regulatory body.
- Knowledge of the requirements of the applicable federal Cannabis legislation.
- Excellent oral and written communication skills.
- Sound organizational and interpersonal skills.
- Competency in minute-taking.
- Ability to work independently and use initiative, sound judgment , and the application of various problem-solving techniques.
- Sound human resource, file management , and budget management skills.
- Knowledge of Outlook, Microsoft Office 365, Excel programs, and Phillips Speech Ex Transcribe.
- Strong time management skills.
- Tact, discretion, and professionalism when dealing with clients and the public.
- Maintains confidentiality.
- Adhere to KCCB and KCCL Policy and procedures.
- Adhere to the MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language is required.

## Working Environment:

- Five-day work week and work is performed in a normal office environment.
- Moderate overtime.
- Moderate stress.

## Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

## To Apply:

Email your applications with all the required documents to **applications@mck.ca**