

**We Wai Kai Nation**  
**690 Headstart Crescent**  
**Campbell River, BC V9H 1P9**  
Phone: (250) 914-1890



February 12, 2019

### **JOB POSTING**

Recently, the WeWaiKai Nation purchased parcels of land and assets adjacent to Quinsam Crossing, one of those assets is the **Comox Valley Shake and Shingle Mill**. The Shake and Shingle Mill will continue to operate with its current operations. In addition, the previous owner has agreed to provide mentorship and training as part of the transition of ownership. (6 months)

Position: **Business Manager, Sales and Purchasing Agent**

#### **Business Manager duties:**

- Supervise the production operations of the Mill
- Provide oversight and support for Mill Foreman
- Troubleshoot and assist in repairs where required
- Provide HR support where and when required
- Maintain a safe work place for all staff
- Monitor daily/Weekly/Monthly production

#### **Sales Agent duties:**

- Maintain good relationships with current customers
- Develop relationships with new customers to ensure stability in marketplace
- Ensure all products are sold in a timely manner
- Coordinate shipment of products
- Prepare invoicing and ensure export documentation is in order
- Monitor chip and hog fuel hauling

#### **Purchasing Agent duties:**

- Raw log purchases
- Develop and Maintain good working relationship with all log sales personnel at major forest companies as well as independent log brokers
- Coordinate the hauling of logs by CVS truck and driver
- Purchase day to day materials required to operate a safe work environment
- Ensure that the best possible prices are achieved for any and all material purchased

**Assets** – *Mechanically inclined, knowledge of forest industry, ability to do physical labour*  
*Salary to be negotiated, based on experience in field.*

Please submit your expression of interest letter along with resume' to Robert Duncan, CAO  
([robert.duncan@wewaikai.com](mailto:robert.duncan@wewaikai.com))

**Posting closes on March 15, 2019, only those short-listed will be contacted for interviews.**