

Job offers – Coordinator of SALAWEG

SALAWEG

Full-Time / Flexible Hours / Annual salary **starting at \$50,000** plus performance bonus

LOCATION: Gesgapegiag, Gespeg or Cacouna, teleworking possibility outside the transformation period.

Please forward your application (CV and Letter of Interest) to Sandra Autef via email at production@salaweg.com.

Application deadline: **July 15, 2022**

Applicants from the communities of Gesgapegiag, Gespeg or Wolastoqey Washipekuk will be given preference in hiring, although all applicants are encouraged to apply.

SALAWEG Inc. is a company that unites three Aboriginal communities: the Gesgapegiag Mi'kmaq, the Gespeg Mi'kmaq Nation and the Wolastoqey Washipekuk First Nation. In order to relaunch its activities, SALAWEG is looking for a candidate www.salaweg.com

Work environment

The SALAWEG coordinator will be accompanied by a person who has been historically involved in the project to enable him or her to take over all aspects of the company in a progressive manner (sales, processing, development, administration). This person will have to demonstrate leadership, interpersonal skills, autonomy, perseverance and rigour in order to achieve the sales and quality objectives of SALAWEG

Description of tasks

- Coordinate SALAWEG activities from processing to sales
- Hire and supervise human resources in transformation
- Administer SALAWEG operations (invoicing)
- Develop sales
- Participate in the recovery plan
- Follow-up with Directors and plan for Board of Directors meetings
- Manage SALAWEG public communications: radio, press, television, web, social networks
- Represent the company at conferences, events (fairs, mawiomis, pow wows)
- Monitoring of permits required for business activities

Requirements:

- Business and/or project management experience is an asset
- Perseverance
- Human resources management skills
- Versatility and adaptability
- Leadership
- Sense of responsibility and autonomy
- Know how to use the Office suite: Word, Excel, etc.
- English- French Bilingualism
- Able to travel regularly for several days.

Strengths:

- Degree or equivalent experience in one of these areas: communication, business management, entrepreneurship
- Experience in processing and marketing agri-food products
- MAPAQ Transformation Institution Manager Training

