



## GENERAL MANAGER

On behalf of our client, R & M Homes Ltd. is seeking a General Manager to join their team in Brandon, Manitoba. R&M Homes was established in 2010 with a vision of building homes in Westman with a focus on building quality homes that protect clients' investment. They pride themselves on providing the highest quality custom built homes in Brandon and Winnipeg while maintaining professionalism, honesty, and fairness in their relationships with customers, employees and vendors. They are dedicated to offering the highest quality building, carpentry, construction and remodeling services.

Reporting to the President, the General Manager (GM) will be responsible for directing and managing the company's business activities and developing and implementing effective business strategies and processes. The GM will be allocating budget resources, formulating policies, coordinating business operations, monitoring and motivating staff, managing operational costs, ensuring good customer service, improving administration processes, engaging with vendors, hiring and training employees, identifying business opportunities, and monitoring financial activities. We are seeking individuals who are self-motivating, results-driven with an entrepreneurial spirit and vision in directing business functions to assist the company in maintaining relationships with clients, generate new business, improve service, ensure sustainability and meet business objectives.

### Key Responsibilities

Strategic Planning, Operational Development and Business Development

- Responsible for the day-to-day operations and systems, processes, and policies in support of the company's goal and vision
- Evaluate and improve the operational processes and policies in support of customers' needs, including better management reporting, information flow and management, business process and organizational planning
- Oversee work schedules and the assignment of specific duties
- Ensure all projects are managed in an accurate, cost effective and timely manner in alignment with specifications and quality requirements
- Plan, implement and control job schedules; review and adjust the schedule where needed
- Determine and manage the work plans to meet project targets
- Oversee scheduled projects, accompanying reporting, and tasks of all related personnel
- Implement standard operating procedures for operations and ensure that they are adhered to
- Ensure implementation and strict adherence to health and safety procedures
- Implement and enforce quality control and tracking processes to meet quality objectives, including detection and correction of problems
- Estimate, set and manage project costs; implement cost control programs
- Manage all service and supplier relationships and contracts
- Ensure efficient collaboration and co-ordination between all functional areas of the company
- Establish business development plans and promote the business

ACCOUNTING > CONSULTING > TAX

TRUE NORTH SQUARE

242 HARGRAVE STREET, SUITE 1200, WINNIPEG MB, R3C 0T8

1.877.500.0795 T: 204.775.4531 F: 204.783.8329 MNP.ca



- Work with the President to determine organizational goals, objectives, policies, and programs

#### Financial Management

- Oversee financial management, project planning, systems and controls
- Oversee short and long-term financial and managerial reporting
- Manage annual budget, including periodic assessments and forecasts of company's financial performance against budget, financial and operational goals
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to drive cost control, cost reduction and ensure quality delivery of services
- Continuously review financial data to ensure business quality and to remain current on the state of the business

#### Staff Management

- Supervise, coach and mentor staff (project managers, estimators, drafters and administration)
- Direct and coordinate activities of project personnel to ensure project progresses on schedule and within prescribed budget.
- Review status reports prepared by project personnel and modify schedules or plans as required.
- Oversee and participate in performance management, ensuring proper accountability and documentation
- Perform human resources functions including recruitment, terminations, performance management, conflict resolution, coaching and training
- Delegate duties, tasks, and responsibilities to staff across all departments
- Create and maintain optimum working conditions and positive work culture

### Skills and Qualifications

- Post-secondary certificate, degree, or diploma, preferably in Project Management, Business Management, Finance or Construction Management
- A minimum of 5 years of general manager experience managing sales, operations and finance and leading teams
- Experience in operational finance, planning, budgeting, cost analysis and cost control
- Proven ability to manage multiple projects and multi-task in a fast-paced office environment and job sites
- Proven experience with meeting tight deadlines
- Proven ability to thrive and exceed in a fast-paced environment
- Excellent decision making, critical thinking and problem-solving skills
- Ability to work within a team or independently as needed
- Excellent communication skills, both written and verbal

If you are interested in learning more about this exciting opportunity, please forward your resume to [applicants@mnp.ca](mailto:applicants@mnp.ca) or call Kamalita Ketler at 204.336.6107.