<table>
<thead>
<tr>
<th>Position Title: General Manager</th>
<th>Reports to: President of the GBCC Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Greater Barrie Chamber of Commerce (GBCC)</td>
<td>Status: Full Time</td>
</tr>
<tr>
<td>Posted Date: October 29, 2014</td>
<td>Post End Date: November 18, 2014</td>
</tr>
</tbody>
</table>

The General Manager is responsible for overseeing all day-to-day operations by providing leadership, guidance and support in accordance with the Greater Barrie Chamber of Commerce constitution and Board of Trade Act regulations. Responsible for maintaining good public relations with OCC, CCC, Chamber members, appropriate government officials, community partners, Board, and employees.

**Major Responsibility Areas:**

- Direct and monitor the operations to ensure efficiency and to maximize revenues. Compile and analyze weekly, monthly and annual reports as required by reviewing budgets and assisting with preparation of annual budget.
- Establish objectives for the GBCC in accordance with the values and goals as outlined in the Strategic Plan and formulate or approve activities in support of these objectives.
- Co-ordinate Chamber programs and activities in accordance with the Constitution and Strategic Plan. Liaise with Board of Directors.
- Represent the Chamber or delegate other representatives to act on behalf of the Chamber in terms of media and/or other public relations activities as required.
- Maintain awareness of operations at all times and comply with all policies and procedures, in order to secure company assets, employees and membership.
- Maintain a clean and safe work environment. Comply with safety procedures including use of required safety equipment and identify unsafe practices and conditions.
- Select and performance evaluations/carry out disciplinary action of Chamber staff and contract employees.
- Manage and develop an effective staff to meet and exceed performance expectations by establishing and maintaining a positive work environment and effective employee relations.
- Monitor, develop, and review all policies and procedures, ensuring that operational requirements are being met or enhanced.
- Additional or different responsibilities or duties, which are consistent with the position summary, may be assigned at the discretion of the Board of Directors.

**Minimum Qualifications:**

- Two year Community College Certificate in Business Management or related discipline.

**Experience:**

- Managerial experience in a related field of five (5) or more years.

**Knowledge/Skills/Ability:**

- Demonstrates strong leadership skills and earns the respect of co-workers/business associates/customers.
- Skilled at problem solving and possesses sound decision-making capabilities.
- Demonstrates adaptability/flexibility in response to change.
- Proven ability to communicate effectively in visual, written, and verbal form.
- Availability to accommodate deadlines, meeting/event attendance and/or peak period workloads that may extend beyond the normal workday or occur on evenings/weekends, as may be required.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook) as well as Publisher and the Internet. Ability to operate standard A/V equipment.

**INTERESTED APPLICANTS SHOULD FORWARD THEIR RESUME TO DEBBIE DECAIRE VIA E-MAIL (president@barriechamber.com), BY 5:00 PM ON NOVEMBER 18, 2014.**

GBCC IS AN EQUAL OPPORTUNITY EMPLOYER WHICH VALUES DIVERSITY IN THE WORKPLACE. WE ARE COMMITTED TO FOSTERING AN INCLUSIVE, ACCESSIBLE WORK ENVIRONMENT, WHERE ALL EMPLOYEES FEEL VALUED AND RESPECTED. THE GREATER BARRIE CHAMBER OF COMMERCE OFFERS ACCOMMODATION FOR APPLICANTS WITH DISABILITIES AS PART OF OUR RECRUITMENT PROCESS. IF YOU ARE CONTACTED TO ARRANGE AN INTERVIEW OR TESTING, PLEASE ADVISE US IF YOU REQUIRE AN ACCOMMODATION. ALL APPLICANTS ARE THANKED FOR THEIR INTEREST IN THIS POSITION, HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.