



## **Job Notice – General Manager, Biathlon Canada**

**Biathlon Canada**, the National Sport Organization for biathlon in Canada, is seeking an independently minded and highly motivated individual to fill the position of **General Manager** for its operations. The successful candidate will be expected to lead **Biathlon Canada** to long term success through the next two Olympic cycles.

The General Manager is a key leadership position in the organization providing support to **Biathlon Canada's** international and domestic programs.

This is a full-time position based in Canmore, Alberta.

A successful candidate should possess:

- The ability to manage a broad and diverse work load with strong problem solving abilities
- 5-10 years of hands on management experience including familiarity with operating administrative aspects of business including accounting and staff management
- Strong marketing skills
- Resourceful and independent attitude which includes accepting responsibility for new tasks and alertness to opportunities to add value to Biathlon Canada
- Post-secondary education
- Excellent computer skills in all Microsoft software programs
- Strong written and verbal communication skills in English (essential) and French (highly desirable)
- Receptive to working in a changing and evolving work environment
- Flexibility & willingness to travel as necessary for meetings and events
- Familiarity with board governance processes a benefit

As a permanent full-time employee, the General Manager will be eligible for employee benefits in accordance with **Biathlon Canada's** employee benefits policy. Salary will be determined based on qualifications and experience.

Applications should be in the form of a letter of application, with CV and three references, submitted by e-mail to: [lmcleod@biathloncanada.ca](mailto:lmcleod@biathloncanada.ca)

**Deadline to receive applications and references is May 25, 2018.**