



### **Exigences**

- Minimum de trois (3) années d'expérience dans un poste similaire (expérience dans un environnement d'accueil touristique);
- Solides compétences en service à la clientèle et capacité à gérer des situations de conflit ou de crise;
- Bonnes habiletés manuelles;
- Excellente maîtrise de Microsoft Office et des logiciels de bureautique.

### **Compétences**

- Capacité d'adaptation et autonomie;
- Orientation client, discrétion et diplomatie;
- Bilinguisme (français-anglais); la connaissance du cri est un atout;
- Sens du détail, organisation et capacité d'observation.

### **Conditions**

- Horaire variable, 40 heures par semaine;
- Poste permanent à temps plein
- Logement sur place disponible;
- Salaire horaire à partir de 29,06 \$
- Assurances et régime de retraite.

Veillez soumettre votre candidature **avant le 20 mai 2026** à : [info@nibiischii.com](mailto:info@nibiischii.com)

*L'usage du masculin dans ce document a pour unique but d'alléger le texte.*



## Waconichi Site Manager

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The Nibiischii Corporation is a non-profit Indigenous organization mandated to manage the development and operations of the Albnel-Mistassini-Waconichi Wildlife Reserve and the Square-Tail Lodge outfitting operation. Its mission is to develop the territory sustainably for tourism purposes while highlighting wildlife, flora, and Cree culture.

Reporting to the Executive Director, the Site Manager is responsible for the daily operations of the Waconichi site. The manager coordinates the site attendants team, plans operational and administrative needs, and ensures a high level of customer service for visitors. The Site Manager also oversees the proper functioning of the site and ensures that cleanliness, safety, and maintenance of the facilities are maintained in collaboration with the maintenance team.

### **Responsibilities**

#### **Administration**

- Coordinate the Waconichi site attendants team and oversee staff scheduling;
- Plan the operational and administrative needs of the site;
- Welcome visitors and provide information regarding site operations and regulations, ensuring an excellent level of customer service;
- Respond to phone and written inquiries and manage reservations;
- Issue access fees, permits, and other documents;
- Collect payments and make deposits according to established standards;
- Participate in various projects related to site development and promotion;
- Make recommendations to improve site services, products, and infrastructure;
- Receive and address customer complaints.

#### **Ensure Site Maintenance, Cleanliness and Safety**

- Maintain site cleanliness at all times;
- Resolve operational issues and report daily activities to the Maintenance Supervisor;
- Implement policies and procedures related to site operations;
- Ensure the maintenance of the territory under their responsibility, the equipment used during activities, as well as the buildings and grounds of the wildlife reserve, with support from the maintenance team;
- The tasks listed in this job description are not exhaustive. The employee may perform other related duties as required or within their capabilities.

### **Requirements**

- Minimum of three (3) years of experience in a similar position (experience in a tourism reception environment);
- Strong customer service skills and the ability to manage conflict and crisis situations;
- Good manual skills;
- Excellent proficiency with Microsoft Office and office software.

### **Skills**

- Adaptability and autonomy;
- Client-oriented, discreet, and diplomatic;
- Bilingual (French-English); knowledge of Cree is an asset;
- Attention to detail, organizational skills, and strong observational abilities.

### **Conditions**

- Variable schedule, 40 hours per week;
- Full-time permanent position;
- On-site housing available;
- Hourly wage starting at \$29.06;
- Insurance and retirement plan.

Please submit your application **before May 20, 2026** to: [info@nibiischii.com](mailto:info@nibiischii.com)