

## Job offer

# SADC

Société  
d'aide au développement  
de la collectivité

DE GASPÉ

## GENERAL DIRECTOR

*The mission of the Gaspé SADC is to encourage the community to take charge of its own development by providing direct support for local socio-economic development activities and by offering technical and financial services to businesses.*

**Reporting to the board of directors, the individual will have the mandate to develop strategic planning, coordinate consultations in the community and implement the annual action plan to support the mission of the SADC. The challenges will include the following:**

- Provide support for major projects and coordinate the services offered by the SADC in concert with the needs of the community.
- Coordinate the finances of the organization and the various investment funds, and supervise the material resources.
- Support the board of directors in organizing meetings and ensure follow-up on decisions.
- Optimize the process of analyzing files and the associated decision-making mechanisms.
- Engage the personnel using respectful and innovative HR management methods.
- Promote the services of the organization with the help of an effective communication plan and represent the SADC in the community.
- Coordinate and develop the strategic planning and the resulting action plans.

**Requirements:**

- Bachelor's degree in administration, management, regional development or any relevant related field.
- A minimum of 5 years of experience in a similar management role: budget monitoring, accountability, financing in business, human resources management and local development.
- Understand how local economic development and community consultation works.
- Excellent statesmanship (tact, diplomacy) and interpersonal skills (adaptability, flexibility).
- Demonstrate inspiring and strategic leadership.
- Possess change management skills and negotiation skills.
- Able to plan and organize his or her time and environment.
- Able to work in a team with a board of directors.
- Excellent communication skills (bilingualism is an asset).
- Good knowledge of information technology.

**Place of work:** Gaspé

**Remuneration:** Min. \$66,000/year, max. \$86,000/year based on experience and skills.

**Work conditions:** Permanent employment, various insurance, group RRSP, flexible schedule, tailored training, etc.

**Start date:** November or December of 2017

**Applications will remain confidential.**

Send your application by Monday, October 16, 2017, at noon to:  
**Maxime Lambert, Consultant, Ressources humaines Lambert Inc.**

Email: [info@rhlambert.com](mailto:info@rhlambert.com)