



## General Manager

The Construction Association of Rural Manitoba Inc., is a not-for-profit organization serving 200+ members in the construction industry and related services. We are currently seeking a General Manager to begin duties as soon as possible.

**Duties:** to carry out/oversee the day-to-day operations of the association and electronic planroom, achieving the approved goals and objectives of the organization. The GM is responsible for member services, staffing, finances and annual budget, committee meetings and AGM, social events, communications and building and property management.

**Qualifications:** Education in a business/marketing field and/or 2 yrs. minimum experience in managing a small business. We are seeking a self-motivated individual with excellent organizational and communication skills with the ability to deal effectively with a broad range of people and issues. Computer experience with Microsoft Word, Access, Excel is required and experience with PageMaker and Quickbooks preferred. Knowledge of the construction industry would also be an asset. Please submit application along with salary expectations to:

**Construction Association of Rural Manitoba Inc.**  
**Unit B, 950-10th Street**  
**Brandon, MB R7A 6B5**  
**or fax to 727-1048**  
**or email to [carmgm@wcqwave.ca](mailto:carmgm@wcqwave.ca)**

**Deadline for Application is November 21<sup>st</sup>, 2011**