Tsartlip Group of Companies GP Ltd

EMPLOYMENT OPPORTUNITY: OPERATIONS MANAGER

About Us

Tsartlip Group of Companies is an economic development body for Tsartlip First Nation (W̱JOŁEŁP) serving our community on the Saanich Peninsula north of Victoria, British Columbia. We are building a diversified portfolio of businesses to generate own-source revenue that strengthens programs and services for our First Nation. We operate with a commitment to transparency, accountability, and strong governance.

The Role

We are seeking an Operations Manager to establish and maintain the administrative and governance foundation for Tsartlip Group of Companies. Working closely with the Board Chair you will report to the six-member board to create the systems, processes, and policies that enable confident, accountable decision-making across our growing portfolio of businesses. Your responsibilities will include developing and implementing board policies and governance frameworks; maintaining transparent financial and operational records; coordinating board meetings and documentation; ensuring accountability and compliance across all entities; and creating efficient administrative systems that support strategic growth.

What We're Looking For

You are organized, detail-oriented, and passionate about good governance. You understand that strong structure builds trust. You have experience running business operations or supporting organizational governance. You're comfortable with policy development, can see a process through from creation to implementation, and have the discipline to ensure policies stick. You communicate clearly and work collaboratively with boards and leadership.

Position Details

Three-quarter time position. Salary commensurate with experience. We are an employer committed to building diverse and inclusive leadership. To apply, please submit your resume and a brief cover letter.

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Contact

Adam Olsen
Chair, Tsartlip Group of Companies
aolsen@tsartlipgoc.com | 250-889-7678