



## BRIDGE RIVER MANAGEMENT LIMITED PARTNERSHIP

PO BOX 40, 14140 PITHOUSE ROAD, LILLOOET BC V0K 1V0

250.256.4061

*Mission: To develop and guide businesses that are prosperous, self-sufficient and serve the interests of the Xwisten people.*

*Vision: Build Xwisten's capacity to provide secure employment and economic growth to the whole community in an environmentally and culturally sustainable way.*

### Job Posting- Operations Manager for Lillooet Disposal Services

Our growing company is looking to hire an Operations Manager to assist with managing Lillooet Disposal Services contracts. The Operations Manager ensures all contracts are met in regard to staff and equipment requirements. This includes scheduling equipment and personnel and ensuring all equipment and personnel meet the safety requirements of the contracts.

#### Job Responsibility:

- Supports company operations through organizing equipment and staff for contracts.
- Provide quotes for all potential contracts.
- Enter all work orders into financial system.
- Ensuring compliance of workplace and safety procedure.
- Complete operations requirements for scheduling and assigning employees and ensuring all jobs submitted for invoicing.
- Inform management of future needs in regards to required equipment and personnel
- Work with other office staff as needed.
- Report to and make recommendations to General Manager.
- Ensure staff have up to date certificates and training.


#### Qualifications/Skills:

- One (1) year or more managing an office and employees.
- Have budgeting experience- tracking projects and expenses.
- Managing staff and scheduling staff.
- Have supervision experience.
- Have experience with safety requirements
- Have reporting and strong organization skills.

#### Education:

- Minimum 1-year post-secondary education in Business, commerce, finance or equivalent work experience.
- Proficient with computers, tablets and MS software, apps etc.

Work hours will be 40 hours per week, Monday to Friday. Benefit package available after 3- month probation.

Deadline: May 25, 2026 @ 4:00 pm. Wage range: \$30-\$40 depends on experience. How to apply 

In Person: 14140 Pithouse Rd (Xwisten) **OR** By Email to Bradley Jack, General Manager  
[manager@lillooetdisposal.ca](mailto:manager@lillooetdisposal.ca)

