



TAKU GROUP OF COMPANIES

Job Title: Chief Administrative Officer (CAO)

Location: Taku Group of Companies - Atlin

ABOUT US:

At Taku Group of Companies, we are a leading conglomerate known for our commitment to excellence and innovation in diverse industries, including [mention the core industries the company operates in]. With a strong focus on sustainability, growth, and fostering a positive workplace culture, we are seeking a highly motivated and strategic Chief Administrative Officer (CAO) to join our dynamic team and help lead our high level, multi-faceted administrative functions.

JOB DESCRIPTION:

As the Chief Administrative Officer at Taku Group of Companies, you will play a pivotal role in shaping and executing our administrative strategy, ensuring that our organization operates efficiently and effectively. The CAO is a key member of our executive leadership team and will report directly to the CEO.

KEY RESPONSIBILITIES:

Administrative Leadership: Provide visionary leadership for all administrative functions, including Human Resources, Finance, Legal, Facilities, IT, and more. Develop and implement administrative policies, procedures, and best practices to ensure seamless operations across the group.

Strategic Planning: Collaborate with the executive team to define the organization's strategic objectives and align administrative functions to support those goals.

Budget Management: Oversee financial planning, budgeting, and forecasting across the group. Ensure that resources are allocated efficiently and in line with the company's objectives.

Compliance and Risk Management: Stay updated on industry regulations, compliance requirements, and legal standards. Implement robust compliance and risk management strategies to safeguard the group's interests.

Team Leadership: Lead and inspire a team of administrative professionals, fostering a culture of accountability, continuous improvement, and professional development.

Organizational Development: Contribute to the development and execution of the group's growth and expansion plans, making administrative recommendations that support our long-term vision.

Stakeholder Relations: Build and maintain effective relationships with internal and external stakeholders, including vendors, partners, and government agencies.

Technology and Innovation: Champion the adoption of innovative technologies and systems to enhance administrative processes and efficiency.



QUALIFICATIONS:

Bachelor's degree in Business Administration, Management, or a related field (Master's degree preferred).

Proven experience in a senior administrative leadership role, with a track record of success in managing a diverse range of administrative functions within a group of companies.

Strong financial acumen and experience in budgeting and financial management across multiple business units.

Exceptional leadership and team-building skills, with a passion for fostering a positive work environment.

Excellent communication, negotiation, and problem-solving abilities.

A deep understanding of industry best practices, compliance, and risk management within a conglomerate setting.

Strong strategic thinking and planning skills.

High ethical standards and integrity.

HOW TO APPLY:

If you are a visionary leader with a passion for shaping corporate excellence and contributing to the growth of a leading conglomerate, we invite you to apply for the position of Chief Administrative Officer at Taku Group of Companies. Please submit your resume, a cover letter outlining your relevant experience and qualifications, and any other supporting documents to christa.hiebert@takucorp.ca.

Taku Group of Companies is an equal opportunity employer. We welcome and encourage diversity in our workplace.

Application Deadline: November 15, 2023

Taku Group of Companies thanks all applicants for their interest. Only those selected for an interview will be contacted.

