



Exciting leadership opportunity in Ottawa's fastest-growing, commercial millwork shop. We have just taken occupancy of our new 25,000 sq foot expansion and are looking for someone special to lead the team and manage a strong pipeline of work. Reporting directly to the owner, the new General Manager will oversee all day-to-day operations.

About LTR Industries

LTR Industries supplies commercial millwork to the general construction industry, interior designers and individual commercial/residential clients and offers complete design/build services, or pre-casted tendered jobs.

LTR Industries is going through a period of growth and is subsequently looking to hire an experienced General Manager to oversee company operations on a day-to-day basis.

General Manager

Reporting to the President of LTR Industries, the successful candidate will be responsible for the following duties:

- Management of at least three (3) internal office staff, including all associated human resource activities (preparation of work schedules and assignment of duties)
- Direction and coordination of all automation, production, and distribution of LTR products, including repair projects
- Management of multiple time sensitive projects, ensuring completion on time and within budget
- Consistent liaison with clients, including timely delivery of progress reports
- Maintaining high client satisfaction ratings
- Effective use of company materials, resource labour, and manufacturing equipment to meet production targets
- Research effective material sources and purchase within predefined limits
- Regular monitoring of budgets and productivity levels, and offer ideas for improvement, where required
- Liaise and work with off-site Project Managers to ensure successful project progression
- Effectively work with LTR's President, ensuring implementation of company policies and procedures
- Determine staffing requirements when needed: oversee interviews, hiring, and training of new employees
- Manage and oversee financial decisions and activities, seeking approvals, where required
- Manage equipment maintenance and recommend equipment replacement

As a successful candidate you will have the following **mandatory** skills and experience:

- 5 to 10 years of supervisory experience in manufacturing industry
- Significant experience in vendor management
- Completion of Project Management Certificate, or Business administration
- Significant experience with budgeting, project management, accounting supervision, and operations management

If this opportunity excites you, please submit a resume to admin@ltrindustries.com or apply through our website at www.ltrindustries.com.