



Shorefast's mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Manager, Property and Procurement**, based on Fogo Island, will work cross-functionally, supporting the Operations Team. Working in a fast-paced environment, the incumbent will demonstrate a positive can-do attitude, while ensuring Shorefast's policies and goals are met.

**General Responsibilities:**

- Operate the property maintenance control centre; manage the distribution and completion of work orders
- Maintain accurate asset and maintenance records of all properties and vehicles
- Ensure maintenance issues and concerns are reported and completed
- Oversee shipping & receiving and purchasing across the organization
- Develop and implement procurement policies
- Assist with housing needs within the Shorefast organization
- Maintain accurate and up-to-date records for all assets: buildings and vehicles (licensing, utilities, legal, etc)
- Implement an emergency call list for guests and staff across the organization
- Supervising procurement and property administration team

**The ideal candidate:**

- Strong work ethic with the ability to work independently
- Enjoys working in a team environment, and has experience working in collaborative/supporting roles
- Strong communication skills are required; both verbal and written
- Proficient in computer systems, such as Microsoft Office
- Post-secondary education in a relevant field required
- Minimum of three years experience in supervisory or management roles

**What we offer:**

- An engaged, highly supportive, and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

**To Apply:**

Submit a cover letter & resume to [careers@shorefast.org](mailto:careers@shorefast.org), subject line **"Manager, Property and Procurement"**

Deadline for Applications: **August 13<sup>th</sup>, 2021, or Until Filled**

Questions about this position may be directed to: Leanne House, [careers@shorefast.org](mailto:careers@shorefast.org)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.woodshopfogoisland.ca](http://www.woodshopfogoisland.ca)

About Shorefast & Fogo Island: [Strange and Familiar](#)