

## Job Description

**Position:** Relief Manager (Co-operatives)  
**Reporting to:** Area Manager (ACL)

### Overall Purpose:

With direction from the Board of Directors and the Area Manager, the Relief Manager is responsible for overseeing and managing the day-to-day operations of the Co-operative. Primarily, the Relief Manager will ensure for the effective operation for the Co-operative. Significant changes or recommendations will always be done in consultation with the Area Manager, prior to implementation.

### Duties & Responsibilities:

- To provide assistance, supervision and training to employees of the Co-operative.
- To provide assistance to the Board of Directors and members of the Co-operative in managing their affairs.
- To ensure positive public relations and communications of the association.
- To oversee daily operations by supervising sales, purchases, services, and contract work.
- Where required, to attend regular and special meetings of the Board of Directors, keeping them informed in writing and orally, on operational issues, important Co-operative correspondence or pressing financial matters.
- To maintain good and regular communication with the Board of Directors, members of the Co-operative, and with the staff.
- To oversee and supervise the credit, operation and personnel policies of the association.
- Working with the Area Manager, to oversee human resource matters.
- To control and supervise the finances of the association.
- To perform other duties as required for the proper day to day management of the association.