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General manager - financial, communications and other business services

Posted by: CHEZRANTI COMMUNITY CENTRE LTD

Posting date: 14-Jun-2024 **Closing date:** 11-Dec-2024

Education: Bachelor's degree

Language: English

Job location: Edmonton

Salary: \$81.00 - 90.00 Per Hour

Years of Experience: 5 years

Vacancy: 1

Job Type: Full Time

Job id: DISJ2840266

Job description:

Overview

Languages

- English

Education

- Bachelor's degree

Experience

- 5 years or more

Responsibilities

Tasks

- Allocate material, human, and financial resources to implement organizational policies and programs
- Authorize and organize the establishment of major departments and associated senior staff positions
- Establish objectives for the organization and formulate or approve policies and programs
- Represent the organization, or delegate representatives to act on behalf of the organization, in negotiations or other official functions
- Select middle managers, directors or other executive staff; delegate the necessary authority to them and create optimum working conditions
- Manage events
- Conduct performance reviews

Supervision

- More than 20 people
- Staff in various areas of responsibility
- Contractors

Additional information

Work conditions and physical capabilities

- Attention to detail
- Large workload

Personal suitability

- Accurate
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Judgment
- Organized

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.