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Vice-president - financial, communications and other business services

Posted by: London Language Institute Inc.

Posting date: 30-Jun-2024 **Closing date:** 27-Dec-2024

Education: Bachelor's degree

Language: English

Job location: London

Salary: \$90,000 - 120,000 Per Year

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: DISJ4226882

Job description:

Vice-president - financial, communications and other business services

Verified

Posted on June 30, 2024 by [London Language Institute Inc.](#)

Job details

London, ON
N6A 1M6

90,000 to 120,000 annually (To be negotiated) / 30 to 40 hours per Week

Permanent employment Full time

Day, Evening, Morning

Starts as soon as possible

Benefits: Financial benefits, Other benefits

1 vacancy

Job Bank #2981366

Overview

Languages

English

Education

Bachelor's degree

Experience

3 years to less than 5 years

Work setting

Business services

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
Conduct performance reviews
Establish financial and administrative controls; formulate and approve promotional campaigns; and approve overall human resources planning

Supervision

5-10 people
Staff in various areas of responsibility

Experience and specialization

Computer and technology knowledge

MS Office
MS Outlook
MS Windows
MAC

Area of work experience

Management

Additional information

Transportation/travel information

Willing to travel
Willing to travel internationally

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Attention to detail

Personal suitability

Accurate
Efficient interpersonal skills
Organized

Benefits

Financial benefits

Bonus
Mileage paid

Other benefits

Free parking available

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

jobs@llinstitute.com

How-to-apply instructions

Here is what you must include in your application:

- Highest level of education and name of institution where it was completed
- Cover letter