



Administrative Services Manager

Posted by: AHS Altimate Home Solutions Inc

Posting date: 30-Apr-2024 **Closing date:** 27-Oct-2024

Education: A bachelor's degree or college diploma in a field related to the business service

Language: English

Job location: Saint John

Salary: \$40 Per Hour

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ7394548

Expired

Job description:

- Manage and optimize the administrative department's operations to ensure seamless service delivery.
- Guidance staff in areas such as records management, finance, and human resources to support construction projects.
- Ensure compliance with industry standards and legal requirements by overseeing governance and regulatory procedures.
- Develop and monitor budgets for contracts, equipment, and supplies to maximize resource utilization.
- Prepare detailed reports for management committees to evaluate the effectiveness

of administrative services in supporting construction activities.

- Lead recruitment efforts, conduct interviews, and oversee staff training and development to build a skilled and efficient team for construction projects.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: ultimate.ecohomejobs@gmail.com

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