



## **Corporate controller - financial, communications and other business services**

**Posted by:** Chezranti Community Centre Ltd.

**Posting date:** 06-May-2024      **Closing date:** 02-Nov-2024

**Education:** Bachelor's Degree

**Language:** English

**Job location:** Edmonton

**Salary:** \$85.00 to 95.00 (To be negotiated) / 30 to 44 hours per week Per Hour

**Years of Experience:** 5 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2738089

### **Job description:**

## **Corporate controller - Financial, Communications, and other Business Services**

**CHEZRANTI COMMUNITY CENTRE LTD**

### **Job details**

Two Hills, AB

85.00 to 95.00 hourly (To be negotiated) / 30 to 44 hours per week

Permanent employment

Full time

Flexible Hours, Morning

Starts as soon as possible

1 vacancy

## **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

## **Additional information**

### **Work conditions and physical capabilities**

Tight deadlines

Attention to detail

Large workload

### **Personal suitability**

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Judgment

Organized

## **Who can apply for 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**.

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## **How to apply**

### **By email**

[theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

**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: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)**

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