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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:** CAJ4179411

## 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**.