



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**.

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

Posted on canadianjobportal.com