



## Manager of Administration Services

Location: Grand Falls-Windsor Campus

Job Opening ID: 11023

Permanent, Full-Time

Commencing: As soon as possible

Deadline to Apply: October 07, 2019

### INTERNAL POSTING

#### Job Information

**DUTIES:** As a member of the campus management team, you will contribute to the annual budget and business planning processes, ensuring that operational, facility, and administrative requirements and priorities are identified (i.e. human, financial, equipment, and capital resources); oversee the day-to-day operation and administration of campus facilities (i.e. cafeteria, bookstore, etc.); work in collaboration with IT to oversee the provision of, effective use, and access to technology assets and services; ensure procurement and purchasing is coordinated effectively through the College's centralized procurement function; provide support to staff and colleagues on a wide variety of College policies, practices and procedures within the domains of financial management, human resource management, occupational health and safety, and general administration practices, ensuring their correct interpretation and application; assist with the recruitment of non-faculty personnel; ensure compliance with established Time/Labour Absence Management (TLAM) policies and practices; provide oversight to all facilities and vehicle fleet management/maintenance/use requirements for the campus, including related contract administration practices and supervision of contracted resources (i.e. snow removal, security, etc.); ensure the effective and appropriate inventory control of campus resources; lead and chair selected campus and provincial committees, which include but are not limited to Occupational Health and Safety and Emergency Preparedness, ensuring that appropriate policies and procedures are implemented and maintained, and ongoing issues addressed; and other related duties as required.

**QUALIFICATIONS:** Candidates must demonstrate considerable knowledge of administrative and operational functions associated with running a mid-size post-secondary campus, with an emphasis on financial and business management (budgeting, accounting, internal controls, purchasing, etc.), and facility and asset management. This position requires the successful candidate to have the ability to provide sound administrative and operational leadership to a highly skilled and motivated workforce; strong project management skills to identify, plan, and carry out priorities, contributing to sound business planning and effective management of human, capital, information technology, and financial resources; exceptional communication, problem solving, and conflict resolution skills; and the ability to establish and maintain effective working relationships with a wide variety of stakeholders with a focus on providing quality client service delivery. The required knowledge and skills would have been obtained through the successful completion of a Bachelor's Degree in Business Administration, Commerce, or related field with a specialization in finance or accounting supplemented by relevant administration services and operational management experience. Experience working within the public service would be preferred. An equivalent combination of education and experience may be considered.

**SALARY:** HL20 - \$62,796.00 - \$81,635.00 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at [www.cna.nl.ca/careers](http://www.cna.nl.ca/careers). Verification of transcripts and the names and contact information of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Robert Adams, Human Resources Consultant at [robert.adams@cna.nl.ca](mailto:robert.adams@cna.nl.ca) or by phone at (709) 758-7055.