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# Project Manager

**Posted by:** 1974283 Alberta Corp.

**Location:** Wood Buffalo

**Salary:** \$43 Per Hour

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## Job Details

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**Job ID**

NCJ3161631

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**Posting Date :** 10-Feb-2025

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**Expiry Date :** 09-Aug-2025

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**Education :** College Degree

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 3 years

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**Job Type :** Full Time

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## Job Description

We seek a dynamic Project Manager to lead and oversee key operational departments, ensuring efficiency and compliance across corporate governance, regulatory requirements, records management, security services, and admissions. This role is responsible for planning, organizing, directing, controlling, and evaluating administrative functions to support business objectives.

Additionally, this position may oversee multiple departments, including finance, human resources, purchasing, and other administrative services. The ideal candidate will bring strong leadership skills, strategic thinking, and the ability to drive process improvements.

Opportunities are available across both public and private sectors. If you're a results-driven professional passionate about organizational excellence, we encourage you to apply!

Duties are as follows:

- Plan, organize, direct, control, and evaluate the functions of an administrative services department
- Oversee single or multiple administrative services, ensuring efficiency and compliance.
- Direct and support teams handling records management, security, finance, purchasing, human resources, and other administrative services.
- Implement and monitor corporate governance and regulatory procedures within the organization.
- Plan, administer, and control budgets for contracts, equipment, and supplies to optimize resources.
- Establish and refine policies to improve administrative operations and organizational effectiveness.
- Monitor and assess administrative processes, recommending improvements where necessary.
- Prepare reports and briefs for management committees, evaluating the efficiency and effectiveness of administrative services.
- Develop long-term strategies for administrative service improvements that align with business goals.

## 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**.

## How to apply

**By email**

theboisconsultants@gmail.com

**Advertised until**

To be determined

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**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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