

Director of Services and Administration

Position Summary:

The Director of Services and Administration manages and directs the operations that support the business needs of the Ontario PC Leader and Caucus. This position also acts as an advisor to the Ontario PC Leader, Caucus and Chief of Staff on administrative, financial, human resources and operational matters. In this role, the Director will be expected to establish a close working relationship with external parallel organizations.

Major responsibilities

- Responsible for all aspects of operations and administration
- Budget planning and cost controls
- Human Resources
- Financial policy and management
- Participate fully on the Board of Internal Economy
- Liaise with outside suppliers, service providers, commissions and tribunals
- Provide advice to the Ontario PC Leader, Caucus and Chief of Staff on matters including budgeting, administration issues, team development and staff performance

Education

Related University Degree

Experience

- Managing operations department of a mid to large size organization providing quality services such as administrative, finance, human resources, facilities management, information technology, graphic design, photography and video
- Directing multiple projects simultaneously with tight deadlines
- Act as a resource for all levels of the organization
- Solid understanding of the legislative process

Skills

- Consultative management style
- Ability to plan, manage and execute multiple projects in a deadline-driven environment
- Strong organizational and project management skills to manage numerous projects with conflicting deadlines
- Professional attitude, strategic thinking, problem solving and team building
- Clearly articulate strategy and build consensus
- Financial acumen to ensure an accurate and balanced budget
- Ability to accurately manage detail
- Budget control and monitoring
- Knowledge of human resources

Details

Posted on:

Application deadline:

Nature of position:

Salary: Commensurate with experience

Contact

Human Resources

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