



## **MANAGER, CORPORATE SERVICES**

### **Permanent Full-Time Position 35 Hours per Week Sudbury**

Guided by our values, Child & Community Resources' vision is to connect and engage in quality experiences every day. We strive to make a meaningful difference to those we support by building relationships, empowering others, promoting wellbeing, and supporting lifelong learning.

The Manager of Corporate Services directs the activities for the Administrative, Information Technology, Finance, Payroll, Human Resources and Quality Assurance Services and ensures that programs are compliant with guidelines set up by Child and Community Resources (CCR) Board, funding authorities, regulatory bodies, and by-laws. The Manager of Corporate Services is responsible to coach and mentor employees, and to develop a professional environment that values leadership, teamwork, innovation, continuous learning, and creativity.

You hold a bachelor's degree in business administration or a related field, and / or professional designation in Human Resources (CHRP/CHRL). You have a minimum of three (3) years' experience working in a similar managerial role.

You have knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people. You possess the ability to engage people in developing specific goals and plans to prioritize, organize and set priorities. You are able to accommodate competing demands, meet deadlines and work with confidential information.

The ability to communicate effectively in both official languages is essential.

Kindly note: Proof of a Health Canada approved COVID-19 vaccination series is required to be considered for this position.

Pay range: \$51.48 to 62.47 hourly

Please apply in writing, by May 8<sup>th</sup>, to:

Human Resources Department  
Child & Community Resources  
662 Falconbridge Road, Sudbury, ON P3A 4S4  
**fax:** (705) 525-0068 **e-mail:** [careers@ccrconnect.ca](mailto:careers@ccrconnect.ca)

MS Word or PDF only, please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*Child & Community Resources is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please contact the HR department.*