



## **Parkland Immanuel Christian School (PICS) is conducting a search for a Business Manager**

**Position:** The School Business Manager is an employee and direct report of the School Board to manage the business affairs of the school and provide support and assistance to School Administration and Staff. Primary areas of responsibility include Financial Resource Management, Human Resource Management, Facility & Property Management, Health & Safety Management, Transportation Management, Information Management, and IT Management for the School.

### **RESPONSIBLE TO: School Board and Administration**

#### **Required Knowledge and Skills**

- Excellent organization and planning skills
- Excellent risk identification and mitigation skills
- Excellent communication skills, collaboration skills, and experience working with teams of diverse stakeholders
- Ability to manage multiple projects and initiatives for/with a variety of stakeholders concurrently
- Strong analytical skills including:
  - Ability to solve or mitigate performance issues of non-educational personnel, failure or malfunction of equipment or facilities, procurement or delivery problems of key supplies, services or resources, scheduling problems or conflicts, etc.
  - Capability to measure urgency and prioritize competing resources, funding, time, or space
- Strong interpersonal and conflict resolution skills
- Proficiency with common software platforms such as MS Office and related applications. Familiarity with basic intra-office IT networking systems is an asset

#### **Applicants must possess:**

- Prefer a minimum of 4 years of post-secondary education in a relevant field such as business, administration, accounting, or project management. This requirement may be waived in lieu of extensive work experience or other education demonstrating competence in these core areas
- a minimum of 6-10 years of relevant work experience in which effective supervision and leadership of Staff is apparent

**SALARY:** The Business Manager is a full-time position. Salary will depend on applicant's qualifications and experience

#### **APPLICATIONS:**

Applications can be submitted via email to Principal Ken Leffers [kleffers@parklandimmanuel.ca](mailto:kleffers@parklandimmanuel.ca) or Brian de Haan at [vicepresident@parklandimmanuel.ca](mailto:vicepresident@parklandimmanuel.ca)

Applications must include:

- Cover Letter
- Resume
- Minimum 2-3 reference contacts

**APPLICATION DEADLINE:** February 28, 2023 - Thank you to all those that apply or express interest.