

## **Senior Manager, Corporate Services**

### **Key Responsibilities:**

1. Responsible for Corporate Services Group, comprising Finance, Human Resource, IT, Events, Operation Services and Publication departments services with stakeholders.
2. Ensuring that Corporate Services Group engage and align other functional groups with the organisation mission and goals. Providing a network to ensure the group are serving the needs and engaging stakeholders from other functional groups.
3. Provide support to ensure that the Corporate Services functions meet expectations with proper corporate governance, within budget allocations, using tools such as Scorecard, Trackers and Dashboard for Visibility Management.
4. Assist the leadership in introducing reward programs and professional development that enhance performance and employee satisfaction. Provide and review succession plans for the key appointment holders to ensure that at any time, these functions are satisfying the needs of the organization.
5. Ensuring the Publication and Corp Comms team are meeting expectations on media platforms through publications, online media, social platforms, and raising the profile and image of the organisation through media channels.
6. Supporting the IT team to provide IT infrastructure systems efficiently for the entire organisation, data security, network access, PDPP, CRM, and CMS procedures. Oversee Operations Services support to other stakeholders.
7. Leading the Finance and HR functions are well supporting the internal customers in the whole spectrum of HR services from Recruitment, payroll, admin, HR operations and the financial management, governance, and tax reporting. The work of the facilities and administration of the company.
8. Ensuring that the Events team are well position and align with the mission and goals and ensure these events are well managed to bring the positive external image.

### **Required Competencies / Skills:**

- Relevant experience in administration of Finance, HR, Facilities, IT, Publications, and corporate communications, events, and general affairs.
- Must possess good oral and written communication skills and have the ability to negotiate and influence senior management and stakeholders.
- Needs to be a self-starter to develop, implement and monitor sales programs and exceptional leadership to drive the Corporate Services team to fulfil its objectives.
- Must be comfortable and professional in dealing directly with internal and external clients having the ability to instill confidence.
- A degree in the disciplines of Business Admin, Finance or HR will be important with at least 8 years' experience in previous similar roles.

**Salary Range:** \$4,500 to \$5,500