



OTHER ADMINISTRATIVE SERVICES MANAGERS

NOC 10019

Manage and evaluate departments responsible for corporate governance, regulatory compliance, security services, admissions and other administrative services.



3-YEAR OUTLOOK



Undetermined

3-YEAR JOB OPENINGS

127

MEDIAN HOURLY WAGE

\$48.20

\$32.64 \$76.26
LOW HIGH

TYPICALLY REQUIRED



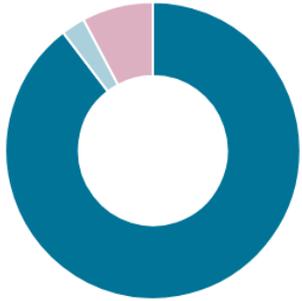
University

EMPLOYED

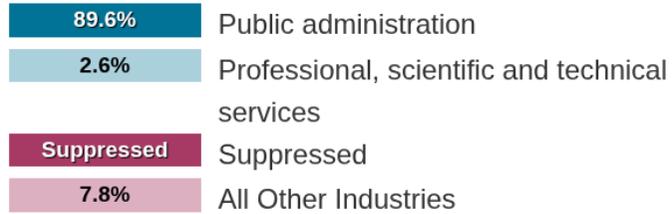
840

AVERAGE SALARY

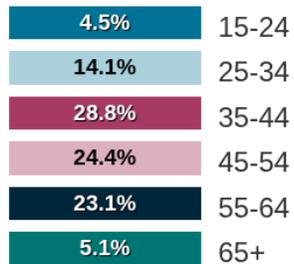
\$80,800



EMPLOYMENT BY INDUSTRY



EMPLOYMENT BY AGE



ALSO KNOWN AS

- Administrative Services Chief
- Administrative Services Manager
- Business Manager - Non-Profit Organization
- Court Registrar
- Court Services Manager
- Inventory Control Manager

MAIN DUTIES:

- This group performs some or all of the following duties:
- Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services
 - Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
 - Direct and control corporate governance and regulatory compliance procedures within the establishment
 - Plan, administer and control budgets for contracts, equipment and supplies
 - Prepare reports and briefs for management committees evaluating administrative services.

