



# 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

124

### MEDIAN HOURLY WAGE

\$43.27

\$28.37 \$65.00  
LOW HIGH

### TYPICALLY REQUIRED



University

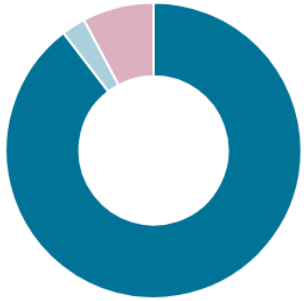
### EMPLOYED

832

### AVERAGE SALARY

\$80,800

The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



## EMPLOYMENT BY INDUSTRY

89.6%	Public administration
2.6%	Professional, scientific and technical services
N/A	N/A
7.8%	All Other Industries



## EMPLOYMENT BY AGE

4.5%	15-24
14.1%	25-34
28.8%	35-44
24.4%	45-54
23.1%	55-64
5.1%	65+

## 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.

