

# Corporate Services Manager Job Description

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- Responsible for carrying out analysis on complex resource management issues and initiatives that concern the organization, and prepare associated reports, correspondence, and submissions to senior management
- Provide relevant information and support for the preparation of financial reports and budgets
- Direct, manage, and develop the capacity of administrative staff to guarantee smooth business operations and the provision of accurate and timely information
- Represent the organization on internal and external matters, including negotiations, conventions, seminars, public hearings, and forums
- Responsible for overseeing the formulation and implementation of plans, policies, and processes
- Responsible for conducting commercial activities as required
- Responsible for coordinating aspects related to hiring commercial and residential facilities, lease management, and rental payments
- Undertake measures to tone down business risks associated with physical security, real estate matters, and other risk areas concerning the business
- Carry out audit and inspection to assess risks associated with the business
- Responsible for the implementation of a comprehensive corporate security policy.