

Director, Administrative Services

One Permanent Position / Competition No. 26-71

About the WCB

The Workers Compensation Board of Manitoba (WCB) serves workers and employers through a no-fault insurance system integral to the Manitoba economy. With approximately 600 employees, the WCB is dedicated to ensuring and supporting safe and healthy workplaces.

We put workers and employers at the centre of everything we do, providing services for injury prevention, compensation and facilitating return to health and work. Through SAFE Work Manitoba, a division of the WCB, we collaborate with our partners to build a strong culture of workplace safety and health by preventing injuries and illnesses before they occur.

If you're passionate about making a meaningful difference in people's lives, we invite you to join our dedicated team and contribute to a safer Manitoba.

The Opportunity

The Director, Administrative Services provides strategic leadership for Corporate Records, Corporate Security, and Facilities, ensuring these critical functions support organizational goals and operational excellence. This role is responsible for protecting people, assets, and information; overseeing records and information management programs; leading facility planning and capital initiatives; and guiding emergency preparedness efforts. As a member of the leadership team, the Director drives continuous improvement, manages resources and budgets, and provides expert advice to support a safe, secure, and efficient workplace.

Application

To apply and view a full description of the role please visit <https://www.wcb.mb.ca/careers/> and apply today.