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## Office administrator

**Posted by:** Brimich Logistics & Packaging Inc.

**Posting date:** 29-Jul-2024      **Closing date:** 25-Jan-2025

**Education:** College/CEGEP

**Language:** English

**Job location:** Brantford

**Salary:** \$\$53,001 Per Year

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ3575553

## Job description:

We are a logistics company looking to hire an Office Administrator.

### Overview

#### Languages

English

#### Education

College/CEGEP

#### Experience

1 year to less than 2 years

## **Responsibilities**

### **Tasks**

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Commission systems and components
- Coach
- Monitor and evaluate
- Oversee payroll administration
- Plan and control budget and expenditures

## **Additional information**

### **Work conditions and physical capabilities**

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines

Attention to detail

Large workload

### **Personal suitability**

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Ability to multitask

Time management

Adaptability

Integrity

Team player

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## **Who can apply to this job?**

### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## **How to apply**

**By email**

[careers.brimichlogistics@gmail.com](mailto:careers.brimichlogistics@gmail.com)