

newcomerjobsincanada.com

Office Manager

Posted by: Food Factory Inc.

Posting date: 22-Oct-2024 **Closing date:** 20-Apr-2025

Education: Secondary (high) school graduation certificate

Language: English and Hindi

Job location: Concord

Salary: \$34 - \$35 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: NCJ3249173

Job description:

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

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

Oversee payroll administration

Plan and control budget and expenditures