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# Office Manager

**Posted by:** Food Factory Inc.

**Location:** Concord

**Salary:** \$34 - \$35 Per Hour

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## Job Details

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**Job ID**

NCJ3249173

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**Posting Date :** 22-Oct-2024

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**Expiry Date :** 20-Apr-2025

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**Education :** Secondary (high) school graduation certificate

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**Language :** English and Hindi

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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

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**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [info@foodfactorycanada.com](mailto:info@foodfactorycanada.com)**

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