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# Office Manager

**Posted by:** IDEKUS INC

**Location:** Toronto ON

**Salary:** \$32 Per Hour

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## Job Details

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**Job ID**

NCJ4463157

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**Posting Date :** 07-Apr-2025

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**Expiry Date :** 04-Oct-2025

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**Education :** College

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**Language :** English

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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

### 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  
Assemble data and prepare periodic and special reports, manuals and correspondence  
Perform data entry  
Train staff  
Commission systems and components  
Monitor and evaluate  
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: [idekus.info@gmail.com](mailto:idekus.info@gmail.com)**

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