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# operations manager - administrative services

**Posted by:** We Care Rehab Clinic

**Location:** Hamilton

**Salary:** \$36 Per Hour

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## Job Details

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**Job ID**

NCJ2447675

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**Posting Date :** 05-Jul-2025

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**Expiry Date :** 01-Jan-2026

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**Education :** Bachelor's degree or equivalent experience

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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

Co-ordinate administrative services

Evaluate the operations of a department providing administrative services  
Manage the operations of a department providing a single administrative service  
Manage the operations of a department providing several administrative services  
Collect and record administrative and service fees  
Assist in preparing annual budgets  
Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services  
Direct and control corporate governance and regulatory compliance procedures within establish  
Hire and train or arrange for training of staff  
Interview, hire and provide training for staff  
Plan, administer and control budgets for client projects, contracts, equipment and supplies  
Prepare reports and briefs for management committees evaluating administrative services  
Manage knowledge  
Assist in the planning and execution of financial statement audits  
Manage events  
Supervise office and volunteer staff

## **Supervision**

11-15 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office  
MS Outlook  
Information technology  
Quick Books  
MS Excel  
MS Word

### **Area of work experience**

Marketing

## **Additional information**

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

Fast-paced environment  
Work under pressure  
Tight deadlines  
Attention to detail

**Personal suitability**

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Team player

Values and ethics

Time management

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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.hamilton@wecarerehab.ca](mailto:info.hamilton@wecarerehab.ca)**

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