



BRANCH MANAGER – ADMINISTRATION (10019)

Posted by: Iqbal Foods Inc.

Location: East York

Salary: \$50.48 Per Hour

Job Details

Job ID

NCJ4450841

Posting Date : 24-Mar-2026

Expiry Date : 20-Sep-2026

Education : Bachelor's degree or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 5 years

Job Type : Full Time

Job Description

BRANCH MANAGER – ADMINISTRATION (10019)

Posted by Iqbal Foods Inc. on March 24, 2026

JOB DETAILS

Location

East York, ON

M4H 1E5

Salary

\$50.48 hourly/ 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Bachelor's degree or equivalent experience

Experience

5 years or more

On site

Work must be completed at the physical location. There is no option to work remotely.

RESPONSIBILITES

Tasks

- Plan, organize, direct, control and evaluate daily operations
- Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
- Hire and train or arrange for training of staff
- Interview, hire and provide training for staff
- Prepare reports and briefs for management committees evaluating administrative services
- Evaluate the operations of a department providing administrative services
- Co-ordinate administrative services
- Organize and maintain inventory
- Prepare budget and cost estimates
- Plan, administer and control budgets for contracts, equipment and supplies
- Provide clients with information

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Office
- Electronic mail

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Fast-paced environment
- Attention to detail

- Work under pressure

- Tight deadlines

- Large workload

Personal suitability

- Accurate

- Excellent oral communication

- Efficient interpersonal skills

- Excellent written communication

- Flexibility

- Judgement

- Organized

- Team player

- Time management

- Initiative

- Client focus

EMPLOYMENT GROUPS

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

- a Canadian citizen
- a permanent resident of Canada
- other candidates, with or without a valid Canadian work permit

HOW TO APPLY

Direct Apply

By Direct Apply

By email

hriqbalhalalfoods@outlook.com

By mail

6 William Morgan Drive

East York, ON M4H 1E5

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: hriqbalhalalfoods@outlook.com

Posted on newcomerjobsincanada.com