



Office administrator

Posted by: 2585335 Ontario Inc.

Posting date: 10-Jun-2024 **Closing date:** 30-Jun-2024

Education: Bachelor's degree

Language: ENGLISH

Job location: Burlington

Salary: \$27.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1568572

Expired

Job description:

Languages

English

Education

Bachelor's degree

Experience

1 year to less than 2 years

Responsibilities

Tasks

- Implement 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
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- 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

Supervision

- 5-10 people

Experience and specialization

Computer and technology knowledge

- Spreadsheet
- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Google Drive

Additional information

Security and safety

- Bondable
- Basic security clearance

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large workload

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Adaptability
- Integrity
- Team player

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