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OFFICE MANAGER (NOC: 13100)

Posted by: Davis Psychotherapy Group

Posting date: 01-Jun-2024 **Closing date:** 28-Nov-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Toronto

Salary: \$26.95 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2509341

Job description:

OFFICE MANAGER (NOC: 13100)

Posted on December 04, 2023, reposted on June 1, 2023 by Davis Psychotherapy Group

Job details

Location

North York, Ontario M3H 3S3

Salary

26.95 hourly / 30 to 40 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening, Morning

Start date

Starts as soon as possible

Vacancies

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Clinic

RESPONSIBILITIES

Tasks

- Review, evaluate and 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
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff

- Oversee and co-ordinate office administrative procedures

Supervision

1 to 2 people

Experience and specialization

- Computer and technology knowledge
- MS Office
- MS Outlook
- MS Windows

Additional information

Transportation/travel information

Willing to travel

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- 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

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

adavis-careers@post.com