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Office administrator

Posted by: Brimich Logistics & Packaging Inc.

Posting date: 29-Jul-2024 **Closing date:** 25-Jan-2025

Education: College/CEGEP

Language: English

Job location: Brantford

Salary: \$\$53,001 Per Year

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2377205

Job description:

We are a logistics company looking to hire an Office Administrator.

Overview

Languages

English

Education

College/CEGEP

Experience

1 year to less than 2 years

Responsibilities

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
- 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
- Commission systems and components
- Coach
- Monitor and evaluate
- Oversee payroll administration
- Plan and control budget and expenditures

Additional information

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

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

careers.brimichlogistics@gmail.com