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Office administrator

Posted by: D.W. Gould Realty Advisors Inc.

Posting date: 06-Sep-2024 **Closing date:** 05-Mar-2025

Education: College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year or equivalent experience

Language: English

Job location: Mississauga

Salary: \$40.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1299079

Job description:

D.W. Gould Realty Advisors Inc. is offering an exciting opportunity for the role of Office Administrator at our Mississauga location. In this key position, you will be central to maintaining the smooth and efficient operation of our business. You will handle a variety of administrative tasks and provide outstanding customer service to both our real estate agents and our clients. Our company culture of collaboration, mutual respect, innovation, and continuous improvement will support your professional growth.

Apply today and become an integral part of our company's ongoing growth and success.

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year
or equivalent experience

Experience

1 year to less than 2 years

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

Work setting: Real estate

Responsibilities

Tasks

- Implement new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- 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
- Coach
- Monitor and evaluate
- Oversee payroll administration
- Plan and control budget and expenditures
- Use real estate software packages

Supervision

1 to 2 people

Experience and specialization

Computer and technology knowledge

- Electronic mail
- Social Media
- Spreadsheet
- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Database software
- Google Drive
- LinkedIn

Area of work experience

- Project coordination

Area of specialization

- Project management
- Accounting
- Real estate data analysis

Additional information

Security and safety

- Secret clearance
- Criminal record check

Transportation/travel information

- Own transportation
- Own vehicle
- Valid driver's licence

Travel expenses paid by employer

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

Organized

Reliability

Ability to multitask

Time management

Adaptability

Integrity

Team player

Benefits

Health benefits

Health care plan

Financial benefits

Bonus

Mileage paid

Other benefits

Free parking available

Learning/training paid by employer

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

By email

careers.gouldrealty@gmail.com