



office supervisor

Posted by: Disability Dreams Group Inc.

Posting date: 25-Nov-2024 **Closing date:** 24-May-2025

Education: Highschool

Language: English

Job location: Milton

Salary: \$35 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2964881

Expired

Job description:

Office Supervisor Responsibilities:

Full-time permanent employment opening.

- Overseeing and managing office staff by assigning tasks, monitoring performance, and providing feedback.
- Ensuring administrative tasks like filing, scheduling, and correspondence are completed accurately and efficiently.
- Maintain office organization and ensure all supplies and equipment are in stock and functional.

- Acting as a liaison between management and staff to communicate updates, policies, or procedures.
- Monitoring workflow and deadlines to ensure projects are completed on time. Resolving conflicts or issues within the office to maintain a positive work environment.
- Train and onboard new employees to familiarize them with office procedures and expectations.
- Upholding company policies and ensuring compliance with workplace regulations.
- Establish and adjust work schedules to meet operational needs and deadlines.
- Identify and resolve work-related issues to maintain efficiency and productivity.

Qualifications:

Completion of secondary school is required.

Experience:

More than 1 year of experience.

Salary:

\$35 per hour

Please send your resume to:

ddgresumes@gmail.com

Work location:

75 Main Street East suite 12, Milton, ON L9T 1N4

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: ddgresumes@gmail.com

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