



Office Administrator

Posted by: Target Transport Ltd.

Posting date: 12-Jan-2025 **Closing date:** 07-Jan-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Brampton

Salary: \$34.10 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4759930

Expired

Job description:

Office Administrator

Verified

By Target Transport Ltd.

Job details

Brampton, ON

L6T 4Z5

On site

34.10 hourly / 35 hours per Week

Permanent employment

Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

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.

Responsibilities

Tasks

Review and evaluate new administrative procedures

- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- 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
- Oversee and co-ordinate office administrative procedures

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Office
- MS Windows
- MS Word

Additional information

Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Attention to detail

Personal suitability

- Efficient interpersonal skills
 - Excellent written communication
 - Reliability
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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

Direct Apply

By Direct Apply

By email

transporttarget9@gmail.com

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: transporttarget9@gmail.com

Posted on canadianjobportal.com