



Administrators

Posted by: Salon Solitude Atlantic Inc.

Posting date: 13-Jan-2025 **Closing date:** 02-Feb-2025

Education: Colleague

Language: English

Job location: Saint John

Salary: \$18.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3429743

Expired

Job description:

An **Administrator** is responsible for overseeing the daily operations and ensuring the efficient management of various organizational processes. The role often involves coordinating activities, managing resources, and maintaining communication between departments or stakeholders. Depending on the industry and company, the job description can vary, but generally includes the following responsibilities and skills:

Key Responsibilities:

1. **Office Management:** Oversee office operations, ensuring a smooth workflow. This may include managing schedules, handling office supplies, and coordinating with other departments.
2. **Data Management:** Maintain and organize records, files, and databases. Ensure data integrity, security, and easy retrieval when needed.
3. **Communication:** Serve as the point of contact for internal teams and external clients or partners. Handle phone calls, emails, and other forms of communication.
4. **Scheduling & Coordination:** Organize meetings, appointments, and events, and manage calendars for executives or teams.
5. **Resource Allocation:** Manage the allocation of resources, such as equipment, materials, or personnel, to ensure efficient operations.
6. **Budgeting & Financial Management:** Track budgets and expenses, handle invoicing, and assist with financial reporting and planning.
7. **Compliance & Policy Adherence:** Ensure the organization follows internal policies, legal requirements, and industry regulations.
8. **Project Support:** Assist with various projects, ensuring deadlines are met and tasks are completed effectively.
9. **Problem-Solving:** Address operational issues promptly, finding solutions to streamline processes or resolve conflicts.
10. **Customer Support:** Provide assistance to customers, whether external or internal, and ensure their needs are addressed appropriately.

Required Skills:

1. **Organization:** Ability to juggle multiple tasks and priorities in a fast-paced environment.
2. **Communication:** Strong verbal and written communication skills.
3. **Attention to Detail:** Ensuring accuracy and efficiency in all tasks.
4. **Time Management:** Ability to manage one's time and prioritize tasks effectively.
5. **Problem-Solving:** Creative thinking and quick decision-making to resolve operational challenges.
6. **Technology Proficiency:** Familiarity with office software (Microsoft Office, Google Suite) and possibly more advanced systems, depending on the organization.
7. **Interpersonal Skills:** Ability to work well with others, both within the organization and with external partners.

Preferred Qualifications:

- High school diploma or equivalent (for entry-level roles).
- Bachelor's degree in business administration, management, or a related field (for higher-level positions).
- Experience in administration or office management.

- Familiarity with industry-specific tools or systems.

An Administrator plays a key role in the efficiency and success of an organization by ensuring the smooth operation of day-to-day activities.

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: ba.vinh.do123@gmail.com

Posted on canadianjobportal.com