



## Office Administrator

**Posted by:** 2119058 Ontario Inc

**Posting date:** 14-Mar-2025      **Closing date:** 10-Sep-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Scarborough

**Salary:** \$27.00 to 29.00 hourly (to be negotiated) 40 to 50 hours per Week Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ1513929

Expired

## Job description:

We are looking for 2 Office administrator positions for our business located at North York, ON, M3A 3R3.

This is a permanent employment for full time at least 32 hours per week.

Duties:

- 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
- Perform data entry
- Oversee and co-ordinate office administrative procedures

Required knowledge:

- Computer and technology knowledge
- MS Excel
- MS Office
- MS Outlook
- MS Windows
- MS Word

The right candidate:

- Knowledge of English
- High School Certificate
- At least 1 year of relevant work experience

Please send your resumes at: [drbusinessjobs@gmail.com](mailto:drbusinessjobs@gmail.com)

Only qualified candidates will be contacted for an interview.

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