



## Office Manager

**Posted by:** IDEKUS INC

**Posting date:** 07-Apr-2025

**Closing date:** 04-Oct-2025

**Education:** College

**Language:** English

**Job location:** Toronto ON

**Salary:** \$32 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5519514

## Job description:

### Tasks

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Commission systems and components

Monitor and evaluate

Plan and control budget and expenditures

**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: [idekus.info@gmail.com](mailto:idekus.info@gmail.com)**

---

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**