



## Administrative Manager

**Posted by:** D.W. Gould Realty Advisors Inc

**Posting date:** 16-Jun-2025      **Closing date:** 13-Dec-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Mississauga

**Salary:** \$45.19 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5902018

### Job description:

**Join a trusted name in commercial real estate consulting.** D.W. Gould Realty Advisors Inc. is seeking a highly organized and motivated Administrative Manager to lead our office operations in Mississauga. This role is ideal for a proactive professional who thrives in a fast-paced environment, excels at streamlining administrative processes, and is passionate about supporting a dynamic team of real estate professionals. If you're ready to take ownership of day-to-day office management and contribute to a growing, client-focused firm—this opportunity is for you.

**Job Title:** Administrative Manager

**Company:** D.W. Gould Realty Advisors Inc.



**Location:** Mississauga, ON L5L 4L3

**Workplace Information:** On site

**Salary:** \$113,500 Annual

**Hours:** 30 hours per week

**Terms of Employment:** Permanent, Full-time

**Schedule:** Day, Early Morning, Morning, Weekend

**Start Date:** As soon as possible

**Vacancies:** 1

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## Overview

**Languages:** English

**Education:**

- College, CEGEP, or other non-university certificate or diploma from a program of 1 to 2 years

**Experience:**

- 2 years to less than 3 years

**Work Setting:**

- Business services

**Work Location:**

- Work must be completed at the physical location (no remote option)
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## Responsibilities

**Tasks:**

- Coordinate administrative services
- Evaluate and manage the operations of a department providing administrative services



- Collect and record administrative and service fees
- Assist in preparing annual budgets
- Conduct research
- Plan, organize, direct, control, and evaluate daily operations
- Direct and advise staff engaged in records management, security, finance, purchasing, HR, and other administrative services
- Ensure corporate governance and regulatory compliance procedures are followed
- Hire and train or arrange training for staff
- Interview and supervise office and volunteer staff
- Plan and control budgets for client projects, contracts, equipment, and supplies
- Prepare reports and briefs for management committees
- Manage knowledge within the organization
- Assist in financial statement audits
- Organize and maintain inventory

**Supervision:**

- 3–4 people
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**Experience and Specialization****Computer and Technology Knowledge:**

- MS Office
  - MS Outlook
  - MS Excel
  - MS Word
  - Accounting software
  - Electronic mail
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**Additional Information****Work Conditions and Physical Capabilities:**



- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large caseload and workload

**Personal Suitability:**

- Accurate
  - Efficient interpersonal skills
  - Excellent oral and written communication
  - Flexibility and judgment
  - Organized and a team player
  - Strong values and ethics
  - Time management
  - Initiative and creativity
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**Who Can Apply for This Job?**

You can apply if you are:

- A Canadian citizen
- A permanent resident of Canada
- A temporary resident with a valid Canadian work permit

**Note:** Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

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**How to Apply****By email:**

? [careers.gouldrealty@gmail.com](mailto:careers.gouldrealty@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: [careers.gouldrealty@gmail.com](mailto:careers.gouldrealty@gmail.com)

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