



## **operations manager - administrative services**

**Posted by:** We Care Rehab Clinic

**Posting date:** 05-Jul-2025      **Closing date:** 01-Jan-2026

**Education:** Bachelor's degree or equivalent experience

**Language:** English

**Job location:** Hamilton

**Salary:** \$36 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5244573

**Expired**

### **Job description:**

#### **Tasks**

- Co-ordinate administrative services
- Evaluate the operations of a department providing administrative services
- Manage the operations of a department providing a single administrative service
- Manage the operations of a department providing several administrative services
- Collect and record administrative and service fees
- Assist in preparing annual budgets

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services

Direct and control corporate governance and regulatory compliance procedures within establish

Hire and train or arrange for training of staff

Interview, hire and provide training for staff

Plan, administer and control budgets for client projects, contracts, equipment and supplies

Prepare reports and briefs for management committees evaluating administrative services

Manage knowledge

Assist in the planning and execution of financial statement audits

Manage events

Supervise office and volunteer staff

### **Supervision**

11-15 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

MS Outlook

Information technology

Quick Books

MS Excel

MS Word

### **Area of work experience**

Marketing

## **Additional information**

### **Work conditions and physical capabilities**

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

**Personal suitability**

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Team player

Values and ethics

Time management

**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: [info.hamilton@wecarerehab.ca](mailto:info.hamilton@wecarerehab.ca)**

---

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