



Administrative Manager

Posted by: D.W. Gould Realty Advisors Inc

Posting date: 25-Nov-2025 **Closing date:** 24-May-2026

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: \$81,120 Per Year

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ6017384

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: 6655 Kitimat Rd suite Unit Mississauga, ON L5N 6J4

Workplace Information: On site

Salary: \$81,120 Annual

Hours: 30 hours per week0

Terms of Employment: Permanent, Full-time

Schedule: Day, Early Morning, Morning, Weekend

Start Date: As soon as possible

Vacancies: 1

Benefits: Health benefits, Financial benefits

Overview

Languages

English

Education

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

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Real estate company

Business services

Private sector

Real estate

Responsibilities

Tasks

- Co-ordinate administrative services
- Evaluate the operations of a department providing administrative services
- Manage the operations of a department providing several 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 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
- 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
- Organize and maintain inventory
- Supervise office and volunteer staff

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

- MS Office
- MS Outlook
- Social Media
- Database
- MS Excel
- MS PowerPoint
- MS Word

Google Drive
Accounting software
Electronic mail

Area of work experience

Marketing

Area of specialization

Digital media
Commercial real estate

Additional information

Work conditions and physical capabilities

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

Personal suitability

Accurate
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Judgement
Organized
Team player
Values and ethics
Time management
Initiative
Creativity

Who can apply for this job?

You can apply if you are:

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

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

How to apply

By email

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

Posted on canadianjobportal.com