



## **BRANCH MANAGER – ADMINISTRATION (10019)**

**Posted by:** Iqbal Foods Inc.

**Posting date:** 24-Mar-2026      **Closing date:** 20-Sep-2026

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

**Language:** English

**Job location:** East York

**Salary:** \$50.48 Per Hour

**Years of Experience:** 5 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7371044

### **Job description:**

## **BRANCH MANAGER – ADMINISTRATION (10019)**

Posted by Iqbal Foods Inc. on March 24, 2026

### **JOB DETAILS**

#### **Location**

East York, ON  
M4H 1E5

#### **Salary**

\$50.48 hourly/ 40 hours per Week

## **TERMS OF EMPLOYMENT**

### **Permanent employment**

Full time

### **Start date**

Starts as soon as possible

### **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

### **Education**

Bachelor's degree or equivalent experience

### **Experience**

5 years or more

### **On site**

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

## **RESPONSIBILITIES**

### **Tasks**

- 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
- Hire and train or arrange for training of staff
- Interview, hire and provide training for staff
- Prepare reports and briefs for management committees evaluating administrative services
- Evaluate the operations of a department providing administrative services

- Co-ordinate administrative services
- Organize and maintain inventory
- Prepare budget and cost estimates
- Plan, administer and control budgets for contracts, equipment and supplies
- Provide clients with information

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

- MS Office
- Electronic mail

## **ADDITIONAL INFORMATION**

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

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

### **Personal suitability**

- Accurate
- Excellent oral communication
- Efficient interpersonal skills
- Excellent written communication

- Flexibility
- Judgement
- Organized
- Team player
- Time management
- Initiative
- Client focus

### **EMPLOYMENT GROUPS**

**This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:**

Support for newcomers and refugees

### **WHO CAN APPLY TO THIS JOB?**

**The employer accepts applications from:**

- a Canadian citizen
- a permanent resident of Canada
- other candidates, with or without a valid Canadian work permit

### **HOW TO APPLY**

#### **Direct Apply**

By Direct Apply

#### **By email**

[hriqbalhalalfoods@outlook.com](mailto:hriqbalhalalfoods@outlook.com)

#### **By mail**

6 William Morgan Drive

East York, ON M4H 1E5

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: [hriqbalhalalfoods@outlook.com](mailto:hriqbalhalalfoods@outlook.com)

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