



Office Administrator

Posted by: Food Factory Inc.

Posting date: 29-Nov-2023 **Closing date:** 27-May-2024

Education: Bachelor's degree

Language: English and Hindi

Job location: Vaughan

Salary: \$25

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ6221878

Expired

Job description:

- Review, evaluate and implement 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
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures
- Train staff
- Plan and control budget and expenditures

- Perform data entry
- Oversee payroll administration

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