



Office Administrator

Posted by: Physiozone

Posting date: 19-Jan-2024 **Closing date:** 17-Jul-2024

Education: Secondary School or Higher

Language: English

Job location: Surrey

Salary: \$29

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2751074

Expired

Job description:

- Review, evaluate and implement new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Procurement & Inventory Management
- Oversee and co-ordinate office administrative procedures
- Management Reporting and Quality Control

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