



## Office Administrator

**Posted by:** Farm 2 Folk Inc.

**Posting date:** 16-Feb-2024      **Closing date:** 14-Aug-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:** CAJ4744299

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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