

Office Administrator

Posted By: Brimich Logistics & Packaging Inc.

Location: Brantford

Salary: \$\$53,001 Per Year

JOB ID : RJ1310744

Posting Date : 29-Jul-2024

Expiry date : 25-Jan-2025

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

We are a logistics company looking to hire an Office Administrator.

Overview

Languages

English

Education

College/CEGEP

Experience

1 year to less than 2 years

Responsibilities

Tasks

Implement new administrative procedures

Review and evaluate 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

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation

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

Perform data entry

Train staff

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Commission systems and components

Coach

Monitor and evaluate

Oversee payroll administration

Plan and control budget and expenditures

Additional information

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Large workload

Personal suitability

Efficient interpersonal skills

Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Ability to multitask
Time management
Adaptability
Integrity
Team player

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

careers.brimichlogistics@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.brimichlogistics@gmail.com

Posted on refugeejobportal.com