

Operations Manager - Administrative Services

Posted By: We Care Rehab Clinic

Location: Hamilton

Salary: \$36 Per Hour

JOB ID : RJ5074240

Posting Date : 05-Jul-2025

Expiry date : 01-Jan-2026

Education : Bachelor's degree or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Tasks

- Co-ordinate administrative services

- Evaluate the operations of a department providing administrative services

- Manage the operations of a department providing a single administrative service

- Manage the operations of a department providing several administrative services

- Collect and record administrative and service fees

- Assist in preparing annual budgets

- Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services

Direct and control corporate governance and regulatory compliance procedures within establish
Hire and train or arrange for training of staff
Interview, hire and provide training for staff
Plan, administer and control budgets for client projects, contracts, equipment and supplies
Prepare reports and briefs for management committees evaluating administrative services
Manage knowledge
Assist in the planning and execution of financial statement audits
Manage events
Supervise office and volunteer staff

Supervision

11-15 people

Experience and specialization

Computer and technology knowledge

MS Office
MS Outlook
Information technology
Quick Books
MS Excel
MS Word

Area of work experience

Marketing

Additional information

Work conditions and physical capabilities

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

Personal suitability

Accurate
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Organized
Team player
Values and ethics
Time management

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: info.hamilton@wecarerehab.ca

Posted on refugeejobportal.com