

Operations Supervisor

Posted By: 5053335 Ontario Inc. O/A We Care Rehab Clinic

Location: Hamilton

Salary: \$36 Per Hour

JOB ID : RJ5135197

Posting Date : 17-Oct-2025

Expiry date : 15-Apr-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Tasks

- Train workers in duties and policies
- Prepare and submit reports
- Ensure smooth operation of equipment
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Co-ordinate activities with other work units or departments

- Offer mentoring
- Consult with clients after sale to provide ongoing support
- Review and examine insurance claims
- Establish work schedules and procedures

Supervision

- 5-10 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word

Additional information

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Team player

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

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