



Office Manager

Posted by IDEKUS INC

Posting Date : 07-Apr-2025

Closing Date : 04-Oct-2025

Location : Toronto ON

Salary : \$32 Per Hour

Job Requirements

- **Education:** College
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6263300

Job Description:

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
Assemble data and prepare periodic and special reports, manuals and correspondence
Perform data entry
Train staff
Commission systems and components
Monitor and evaluate
Plan and control budget and expenditures

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: idekus.info@gmail.com

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