administrative officer

Posted by Joardene International Ltd.

Posting Date : 01-May-2025

Closing Date : 28-Oct-2025

Location : Scarborough

Salary : $35 Per Hour

Job Requirements

- **Education**: College diploma
- **Language**: English
- **Years of Experience**: 1 year
- **Vacancy**: 1
- **Job Type**: Full Time
- **Job ID**: DISJ3400862

Job Description:

Administrative Officer Responsibilities

- Approve and supervise the implementation of office administrative procedures;

- Establish work priorities to ensure that work execution and policy implementation are completed within the prescribed time; assist staff in different areas to ensure compliance with policies.

- Arrange office space to ensure the efficient usage of the office and the accommodation of all employees. Order necessary tools and resources to ensure staff has all is needed for their performance.

- Interact with visitors to create a caring and welcoming environment.

- Direct investigations and supervise authoritative activities identified with project planning, contracting and budgeting.

- Provide the advice in the planning of working financial plan and keep up stock and budgetary controls.

- Build up and maintain a good relationship with banks and government, responsible for smoothing the process of financial support application.

- Responsible for preparing the company's monthly, quarterly, and annual work plans, report and organize implementation.

- Establish and organize company-related files.

Qualifications:

High school diploma. A university degree or college diploma in business or public administration is an asset

1+ years of experience in a clerical position

Salary: $35 per hour

Location: 4500 Sheppard Avenue East, suite 45, Scarborough, ON M1S 3R6

Full-time employment

Please send your resume to: joardenehr@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: joardenehr@gmail.com

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