



## **operations manager - administrative services**

**Posted by We Care Rehab Clinic**

**Posting Date :** 05-Jul-2025

**Closing Date :** 01-Jan-2026

**Location :** Hamilton

**Salary :** \$36 Per Hour

### **Job Requirements**

- **Education:** Bachelor's degree or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3070946

### **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](mailto:info.hamilton@wecarerehab.ca)**

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