



Administrative Manager

Posted by D.W. Gould Realty Advisors Inc

Posting Date : 25-Nov-2025

Closing Date : 24-May-2026

Location : Mississauga

Salary : \$81,120 Per Year

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2368683

Job Description:

Join a trusted name in commercial real estate consulting. D.W. Gould Realty Advisors Inc. is seeking a highly organized and motivated Administrative Manager to lead our office

operations in Mississauga. This role is ideal for a proactive professional who thrives in a fast-paced environment, excels at streamlining administrative processes, and is passionate about supporting a dynamic team of real estate professionals. If you're ready to take ownership of day-to-day office management and contribute to a growing, client-focused firm—this opportunity is for you.

Job Title: Administrative Manager

Company: D.W. Gould Realty Advisors Inc.

Location: 6655 Kitimat Rd suite Unit Mississauga, ON L5N 6J4

Workplace Information: On site

Salary: \$81,120 Annual

Hours: 30 hours per week

Terms of Employment: Permanent, Full-time

Schedule: Day, Early Morning, Morning, Weekend

Start Date: As soon as possible

Vacancies: 1

Benefits: Health benefits, Financial benefits

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Real estate company

Business services

Private sector

Real estate

Responsibilities

Tasks

Co-ordinate administrative services
Evaluate the operations of a department providing administrative services
Manage the operations of a department providing several administrative services
Collect and record administrative and service fees
Assist in preparing annual budgets
Conduct research
Plan, organize, direct, control and evaluate daily operations
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
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
Organize and maintain inventory
Supervise office and volunteer staff

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

MS Office
MS Outlook
Social Media
Database
MS Excel
MS PowerPoint
MS Word
Google Drive
Accounting software
Electronic mail

Area of work experience

Marketing

Area of specialization

Digital media
Commercial real estate

Additional information

Work conditions and physical capabilities

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

Personal suitability

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

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

careers.gouldrealty@gmail.com

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: careers.gouldrealty@gmail.com

Posted on Disabled job Portal