



BRANCH MANAGER – ADMINISTRATION (10019)

Posted by Iqbal Foods Inc.

Posting Date : 24-Mar-2026

Closing Date : 20-Sep-2026

Location : East York

Salary : \$50.48 Per Hour

Job Requirements

- **Education:** Bachelor's degree or equivalent experience
- **Language:** English
- **Years of Experience:** 5 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1674914

Job Description:

BRANCH MANAGER – ADMINISTRATION (10019)

Posted by Iqbal Foods Inc. on March 24, 2026

JOB DETAILS

Location

East York, ON

M4H 1E5

Salary

\$50.48 hourly/ 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Bachelor's degree or equivalent experience

Experience

5 years or more

On site

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

RESPONSIBILITIES

Tasks

- 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
- Hire and train or arrange for training of staff
- Interview, hire and provide training for staff
- Prepare reports and briefs for management committees evaluating administrative services

- Evaluate the operations of a department providing administrative services

- Co-ordinate administrative services

- Organize and maintain inventory

- Prepare budget and cost estimates

- Plan, administer and control budgets for contracts, equipment and supplies

- Provide clients with information

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Office

- Electronic mail

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Fast-paced environment

- Attention to detail

- Work under pressure

- Tight deadlines

- Large workload

Personal suitability

- Accurate

- Excellent oral communication

- ~ Efficient interpersonal skills

- ~ Excellent written communication

- ~ Flexibility

- ~ Judgement

- ~ Organized

- ~ Team player

- ~ Time management

- ~ Initiative

- ~ Client focus

EMPLOYMENT GROUPS

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

- a Canadian citizen
- a permanent resident of Canada
- other candidates, with or without a valid Canadian work permit

HOW TO APPLY

Direct Apply

By Direct Apply

By email

hriqbalhalalfoods@outlook.com

By mail

6 William Morgan Drive

East York, ON M4H 1E5

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: hriqbalhalalfoods@outlook.com

Posted on Disabled job Portal