

# Office Administrator

**Posted By: 2119058 Ontario Inc**

**Location:** Scarborough

**Salary:** \$27.00 To 29.00 Hourly (to Be Negotiated) 40 To 50 Hours Per Week Per Hour

**JOB ID :** RJ1528675

**Posting Date :** 14-Mar-2025

**Expiry date :** 10-Sep-2025

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 2

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

We are looking for 2 Office administrator positions for our business located at North York, ON, M3A 3R3.

This is a permanent employment for full time at least 32 hours per week.

Duties:

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Perform data entry
- Oversee and co-ordinate office administrative procedures

Required knowledge:

- Computer and technology knowledge
- MS Excel

- MS Office
- MS Outlook
- MS Windows
- MS Word

The right candidate:

- Knowledge of English
- High School Certificate
- At least 1 year of relevant work experience

Please send your resumes at: [drbusinessjobs@gmail.com](mailto:drbusinessjobs@gmail.com)

Only qualified candidates will be contacted for an interview.

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