

# Office Manager

**Posted By: IDEKUS INC**

**Location:** Toronto ON

**Salary:** \$32 Per Hour

**JOB ID :** RJ3052923

**Posting Date :** 07-Apr-2025

**Expiry date :** 04-Oct-2025

**Education :** College

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### Tasks

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Commission systems and components

Monitor and evaluate

Plan and control budget and expenditures

**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: [idekus.info@gmail.com](mailto:idekus.info@gmail.com)**

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