

# BRANCH MANAGER – ADMINISTRATION (10019)

**Posted By:** Iqbal Foods Inc.

**Location:** East York

**Salary:** \$50.48 Per Hour

**JOB ID :** RJ3160150

**Posting Date :** 24-Mar-2026

**Expiry date :** 20-Sep-2026

**Education :** Bachelor's degree or equivalent experience

**Language :** English

**Vacancies :** 1

**Years of Experience :** 5 years

**Job Type :** Full Time

## 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](mailto: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](mailto:hriqbalhalalfoods@outlook.com)

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