



Office Manager

Description

Overview

Permanent employment-Full time

Languages

English

Education

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

Experience

1 year to less than 2 years

Duties

- Review, evaluate and implement new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures

Closing Date

April 26, 2024

Categories

Rural Opportunities

Employer

Gladstar Heavy Duty
Canada Inc.

Location

Inkster

Address

3129 Red Fife Rd -
unit-10 Rosser,
R0H1E0

Job Type

Full-time

Education Level

College

Wage

\$32.00 - \$35.00

Qualification

Additional information

Personal suitability

- Organized
- Reliability

Benefits

Health benefits

- Dental plan
- Health care plan

Email

info@gladstar.ca