Office Manager

Description

We are seeking a dynamic and organized individual to join our team as an Office Manager. The successful candidate will oversee and coordinate front-office and administrative procedures. They will be responsible for establishing work priorities, delegating tasks, and ensuring deadlines are met. Additionally, the Office Manager will handle administrative activities related to client onboardings, records release, and office services coordination.

Duties

- Implement new administrative procedures
- Delegate work to office support staff
- 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
- Perform date entry and data analysis
- Oversee and co-ordinate office administrative procedures
- Monitor and evaluate
- Plan and control budget and expenditures
- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence.

Closing Date

December 31, 2027

Categories

Business, Finance and Administration

Employer

GD Workforce Solutions

Location

Rural

Address

86 Main Street
Niverville, R0A 1E0

Job Type

Permanent

Education Level

High School

- Oversee payroll administration

Qualification

- Bachlor’s degree in Accounting, finance, business administration, or a related field is required.
- 5 years of experience in management and leadership position is required.
- Strong organizational and leadership skills
- Excellent communication and interpersonal abilities
- Proficiency in MS Office Suite and quickbooks
- Ability to multitask and prioritize tasks effectively.
- Attention to detail, confidentiality compliance, and problem-solving skills.