



## Office Administrator

**Posted by:** Target Transport Ltd.

**Posting date:** 12-Jan-2025      **Closing date:** 07-Jan-2026

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

**Language:** English

**Job location:** Brampton

**Salary:** \$34.10 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4759930

## Job description:

### Office Administrator

Verified

By Target Transport Ltd.

#### Job details

Brampton, ON

L6T 4Z5

On site

34.10 hourly / 35 hours per Week

Permanent employment

Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### On site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### Tasks

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  
Oversee and co-ordinate office administrative procedures

### **Supervision**

3-4 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel  
MS Office  
MS Windows  
MS Word

## **Additional information**

### **Work conditions and physical capabilities**

Work under pressure  
Tight deadlines  
Attention to detail

### **Personal suitability**

Efficient interpersonal skills  
Excellent written communication  
Reliability

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## Who can apply to this job?

### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## How to apply

### Direct Apply

By Direct Apply

### By email

[transporttarget9@gmail.com](mailto:transporttarget9@gmail.com)

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: [transporttarget9@gmail.com](mailto:transporttarget9@gmail.com)

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