



Office Manager

Posted by: IDEKUS INC

Posting date: 07-Apr-2025

Closing date: 04-Oct-2025

Education: College

Language: English

Job location: Toronto ON

Salary: \$32 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5519514

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

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