



## Administrative Manager

**Posted by:** D.W. Gould Realty Advisors Inc

**Posting date:** 25-Nov-2025      **Closing date:** 24-May-2026

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Mississauga

**Salary:** \$78,800 Per Year

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6017384

### Job description:

**Join a trusted name in commercial real estate consulting.** D.W. Gould Realty Advisors Inc. is seeking a highly organized and motivated Administrative Manager to lead our office operations in Mississauga. This role is ideal for a proactive professional who thrives in a fast-paced environment, excels at streamlining administrative processes, and is passionate about supporting a dynamic team of real estate professionals. If you're ready to take ownership of day-to-day office management and contribute to a growing, client-focused firm—this opportunity is for you.

**Job Title:** Administrative Manager

**Company:** D.W. Gould Realty Advisors Inc.

**Location:** 6655 Kitimat Rd suite Unit Mississauga, ON L5N 6J4

**Workplace Information:** On site

**Salary:** \$78,800 Annual

**Hours:** 30 hours per week

**Terms of Employment:** Permanent, Full-time

**Schedule:** Day, Early Morning, Morning, Weekend

**Start Date:** As soon as possible

**Vacancies:** 1

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## Overview

### Languages

English

### Education

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

### Experience

2 years to less than 3 years

### On site

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

### Work setting

Real estate company

Business services

Private sector

Real estate

## Responsibilities

### Tasks

Co-ordinate administrative services

Evaluate the operations of a department providing administrative services

Manage the operations of a department providing several administrative services

Collect and record administrative and service fees

Assist in preparing annual budgets

Conduct research

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

Direct and control corporate governance and regulatory compliance procedures within establish

Hire and train or arrange for training of staff

Plan, administer and control budgets for client projects, contracts, equipment and supplies

Prepare reports and briefs for management committees evaluating administrative services

Manage knowledge

Assist in the planning and execution of financial statement audits

Organize and maintain inventory

Supervise office and volunteer staff

## **Supervision**

3-4 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

MS Outlook

Social Media

Database

MS Excel

MS PowerPoint

MS Word

Google Drive

Accounting software

Electronic mail

### **Area of work experience**

Marketing

### **Area of specialization**

Digital media

Commercial real estate

## **Additional information**

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

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Large caseload

Large workload

### **Personal suitability**

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Team player

Values and ethics

Time management

Initiative

Creativity

## Who can apply for this job?

### You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

## How to apply

### By email

[careers.gouldrealty@gmail.com](mailto:careers.gouldrealty@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: [careers.gouldrealty@gmail.com](mailto:careers.gouldrealty@gmail.com)

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