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: $81,120 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: $81,120 Annual

Hours: 30 hours per week0

Terms of Employment: Permanent, Full-time

Schedule: Day, Early Morning, Morning, Weekend

Start Date: As soon as possible

Vacancies: 1

Benefits: Health benefits, Financial benefits

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

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: careers.gouldrealty@gmail.com

Posted on canadianjobportal.com