



Office Administrator

Posted by: Target Transport Ltd.

Location: Brampton

Salary: \$34.10 Per Hour

Job ID: YJ4649675

Posting Date: 12-Jan-2025

Expiry Date: 07-Jan-2026

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

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

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

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

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