



Operations Manager - Administrative Services

Posted by: We Care Rehab Clinic

Location: Hamilton

Salary: \$36 Per Hour

Job ID: YJ6295369

Posting Date: 05-Jul-2025

Expiry Date: 01-Jan-2026

Education: Bachelor's degree or equivalent experience

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Tasks

- Co-ordinate administrative services
- Evaluate the operations of a department providing administrative services
- Manage the operations of a department providing a single administrative service
- Manage the operations of a department providing several administrative services
- Collect and record administrative and service fees
- Assist in preparing annual budgets
- 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
- Interview, hire and provide training for 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
- Manage events
- Supervise office and volunteer staff

Supervision

- 11-15 people

Experience and specialization

Computer and technology knowledge

- MS Office
- MS Outlook
- Information technology
- Quick Books
- MS Excel
- MS Word

Area of work experience

- Marketing

Additional information

Work conditions and physical capabilities

- Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Team player

Values and ethics

Time management

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: info.hamilton@wecarerehab.ca

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