



OFFICE SUPERVISOR (NOC: 12010)

Posted by: CBIS

Location: North York

Salary: \$36 Per Hour

Job ID: YJ6290786

Posting Date: 08-Jul-2025

Expiry Date: 04-Jan-2026

Education: College/CEGEP

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

OFFICE SUPERVISOR (NOC: 12010)

Posted on July 08, 2025 by CBIS

JOB DETAILS

Location:

North York, ON

M3H 5S4

Salary

\$30.00 to \$36.00 hourly (to be negotiated)/ 30 to 35 hours per week

Terms of employment

Permanent employment

Full time

Start date

Starts as soon as possible

Shift

Day, Morning, Overtime

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

College/CEGEP or equivalent experience

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.

Work setting

Consulting firm

RESPONSIBILITIES

Tasks

- Develop specific plans to prioritize
- Organize tasks to accomplish the work
- Train workers in duties and policies
- Prepare and submit reports
- Ensure smooth operation of equipment
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Arrange for maintenance and repair work
- Co-ordinate activities with other work units or departments
- Consult with clients after sale to provide ongoing support

Supervision

- 1 to 2 people

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Quick Books

ADDITIONAL INFORMATION

Transportation/travel information

- Valid driver's licence

- Own transportation

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large caseload

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Judgement
- Organized
- Reliability
- Team player
- Ability to multitask
- Innovation

BENEFITS

Health benefits

- Dental plan
- Health care plan
- Vision care benefits

EMPLOYMENT GROUPS

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Support for newcomers and refugees
- Support for Indigenous people

WHO CAN APPLY TO 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 are not authorized to work in Canada. The employer will not respond to your application.

HOW TO APPLY

Direct apply

By Direct Apply

By email

cbis-careers@consultant.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for the advertised start date?
- Are you currently legally able to work in Canada?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?
- What is the highest level of study you have completed?

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: cbis-careers@consultant.com

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