Administrative Officer Job

Employer Name: AG SOLUTIONS GROUP

SpiderID: 12575912

Location: Toronto, Ontario

Date Posted: 5/26/2022

Wage:

Category: Information Technology

Job Code:

Number Of Openings: 1

Administrative Officer   
  
AG SOLUTIONS GROUP (11618768 CANADA INC. )  
  
Job details  
  
Location: 60 Atlantic Avenue, Suite 200, Toronto, ON M6K 1X9  
  
Salary: $26.00 to $28.00 / hour   
  
Vacancies: 1 vacancy  
  
Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors  
  
Terms of employment: Permanent employment, Full time 30 to 55 hours / week  
  
 Start date: As soon as possible  
  
Job requirements  
  
Languages: English  
  
Education: Secondary (high) school graduation certificate  
  
Experience: 1 year to less than 2 years  
  
Work Conditions and Physical Capabilities: Fast-paced environment, Work under pressure, Tight deadlines, Large workload, Attention to detail  
  
Ability to Supervise: 1 to 2 people, 3-4 people  
  
Personal Suitability: Excellent written communication, Organized, Flexibility, Reliability, Excellent oral communication, Effective interpersonal skills  
  
Special Skills:   
  
Review, evaluate and implement new administrative procedures  
  
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  
  
Oversee and co-ordinate office administrative procedures  
  
Establish work priorities and ensure procedures are followed and deadlines are met  
  
Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation  
  
Assist in the preparation of operating budget and maintain inventory and budgetary controls  
  
Assemble data and prepare periodic and special reports, manuals and correspondence  
  
MS Office  
  
Delegate work to office support staff  
  
How to apply  
  
By email: sales@agsolutionsgroup.ca  
  
By mail: 60 Atlantic Avenue suite 200, Toronto, ON, M6K 1X9  
  
In person: 60 Atlantic Avenue suite 200, Toronto, ON, M6K 1X9  
  
from 11:00 to 04:00

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Start Date: As soon as Possible  
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required: 1  
  
  
Education Required: High School  
  
  
Overnight Travel: None  
  
  
Vacation Time:

Paid Holidays, Vacations, and Sick Leave, Other Benefits

IT Consulting Company.

Contact Name: Gunkreet Singh

Company: AG SOLUTIONS GROUP

Toronto

Ontario

M6K 1X9