

JOB POSTING

- **Job Title:** Administrative Officer

- **Full Job Description:**

Tasks –

- *Implement new administrative procedures*
- *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*
- *Assemble data and prepare periodic and special reports, manuals and correspondence*
- *Oversee and co-ordinate office administrative procedures*
- *Plan and control budget and inventory*

- **Qualifications**

Language – English

Education – Secondary (high) school graduation certificate

Experience – 1 year to less than 2 years

- **Working Conditions**

Work Conditions –

- **Ability to work independently**
- **Fast-paced environment**
- **Work under pressure**
- **Tight deadlines**
- **Attention to detail**
- **Repetitive tasks**

Personal Suitability –

- **Excellent Oral Communication**
- **Excellent written communication skills**
- **Flexibility**
- **Organized**
- **Reliability**
- **Ability to multitask**

Pay - \$25.96/hour – 32 – 40 hours per week

Day, Evening, Flexible Hours, Morning, Night, On Call, Overtime, Shift, Weekend

- **Application Email**

patel@patelfoods.ca