Administrative manager

Canada Visa Express

Job ID
51809

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LOCATION	DATE POSTED	EXPIRY DATE
2600 Skymark Avenue 5 Unit 103 Mississauga, ON L4W 5B2, Mississauga, ON | Ontario	26-10-2026	24-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 50.48	1 year to less than 2 years	Bachelor's degree

Job Details

Administrative Manager

Employer details

Canada Visa Express

Job details

Location

2600 Skymark Avenue 5 Unit 103Mississauga, ON L4W 5B2

Work location

On site

Salary

50.48 hourly / 30.00 hours per week

Terms of employment

Permanent employment

Full time

Early morning, Evening, Shift, Morning, Day, Weekend

Starts as soon as possible

vacancies

1 vacancy

Source

Job Bank #3703708

Overview

Languages

English

Education

Bachelor’s degree

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

-Co-ordinate administrative services

-Evaluate the operations of a department providing administrative services

-Collect and record administrative and service fees

-Assist in preparing annual budgets

-Conduct research

-Plan, organize, direct, control and evaluate daily operations

-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

-Organize and maintain inventory

-Supervise office and volunteer staff

Additional information

Security and safety

Criminal record check

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

-Fast-paced environment

-Work under pressure

-Tight deadlines

-Attention to detail

-Large caseload
-Large workload

Personal suitability
-Accurate
-Efficient interpersonal skills
-Excellent oral communication
-Excellent written communication
-Flexibility
-Judgement
-Organized
-Team player
-Values and ethics
-Time management
-Initiative
-Creativity

Who can apply for this job?
The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada
other candidates, with or without a valid Canadian work permit

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