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OFFICE MANAGER

Posted on August 28, 2024

Business Name: Jap Ji Lawyers Professional Corporation

Job Location: Etobicoke

Job Expires: 2025-08-27

Salary: 27.00 hourly

Hours Per Week: 30 to 40

Business Name: Jap Ji Lawyers Professional Corporation

Job Title: Office Manager

Job Location: Etobicoke, ON, M9W 0A2

Wage: \$27.00 hourly

Hours: 30 to 40 hours per week

Employment Terms: Permanent employment, Full time

Job Start Date: Starts as soon as possible

Vacancy: 1

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

Responsibilities:

Tasks:

Review, evaluate and implement new administrative procedures

Delegate work to office support staff

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,



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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

Train staff

Oversee and co-ordinate office administrative procedures

Plan and control budget and expenditures

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Mature workers, Veterans, Visible minorities, Youth.

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen or a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply:

By email

career@japjilaw.com

