

August 1, 2025 | office administrator | Jobsrack



# JOBGRACK

## office administrator

written by cee | April 9, 2025



**Start Date:** 09.04.2025



**Expiry Date:** 06.05.2025



**Job ID:** 523197994



**Username:** chahat



**Status:** active



**Featured:** No



**Company Name:** Package Parcel Inc



**Salary:** \$35.00 hourly / 40 hours per Week



**Address:** 2985 drew rd, unit 203

@ **How to Apply:** Direct Apply By Direct Apply By email packageparcel3@gmail.com Include this reference number in your application 20241111 How-to-apply instructions Here is what you must include in your application: Job reference number This job posting includes screening questions. Please answer the following

questions when applying: Are you currently legally able to work in Canada? Are you willing to relocate for this position? Do you have previous experience in this field of employment? What is the highest level of study you have completed?

## **Description**

## **Languages**

English

## **Education**

- College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year
- or equivalent experience

## **Experience**

1 to less than 7 months

## **On site**

Work must be completed at the physical location. There is no option to work remotely.

## **Responsibilities**

### **Tasks**

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures
- Monitor and evaluate

# Benefits

## Other benefits

- Free parking available

## Employment groups

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

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

## 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