



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Office Manager

Job ID	F3-0C-C6-2E-BC-A8
Web Address	https://careers.indigenous.link/viewjob?jobname=F3-0C-C6-2E-BC-A8
Company	Huong Law Professional Corporation
Location	Toronto, Ontario
Date Posted	From: 2024-02-02 To: 2024-07-31
Job	Type: Full-time Category: Law
Job Start Date	As soon as possible
Job Salary	\$20.00 To 25.00 Hourly (To Be Negotiated)
Languages	English, Mandarin, Vietnamese

Description

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
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- 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
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures
- Oversee payroll administration

Computer and technology knowledge

- Social Media
- Spreadsheet
- Accounting software
- MS Excel
- MS Office
- MS PowerPoint
- MS Windows
- MS Word

Work Conditions and Physical Capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large workload

Personal Suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility

- Organized
- Reliability
- Ability to multitask
- Time management

Other

Require:

- Criminal record check
- Own transportation

How to Apply

By email to office@huonglaw.com