

Administrative Manager

The Dessert Indulgence Limited
685 Justus Drive, Kingston, ON K7M 4H5

Salary: \$35.00 / hour

1 vacancy

Terms of employment: Permanent employment, Full time 40 hours / week

Start date: As soon as possible

Benefits: Medical benefits, Dental benefits

Employer covers the relocation costs

Job requirements

Languages: English

Education: Master's degree

Experience: 5 years or more

Ability to Supervise: 5-10 people

Transportation/Travel Information:

Willing to travel, Travel expenses paid by employer

Work Conditions and Physical Capabilities:

Fast-paced environment, Work under pressure, Attention to detail

Work Location Information:

Willing to relocate, Relocation costs covered by employer

Personal Suitability:

Organized, Judgement, Flexibility, Excellent oral communication, Team player, Excellent written communication, Accurate, Values and ethics

Budgetary Responsibility:

\$100,001 - \$500,000

Business Equipment and Computer Applications:

MS Excel, MS Outlook, MS Access, MS Word, MS Office, MS PowerPoint

Specific Skills:

Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services, Plan, administer and control budgets for client projects, contracts, equipment and supplies, Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services, Prepare reports and briefs for management committees evaluating administrative services, Hire and train or arrange for training of staff, Interview, hire and provide training for staff, Direct and control corporate governance and regulatory compliance procedures within the establishment.

How to apply**By email**

thedessertindulgence@gmail.com