



operations manager - administrative services

Posted by We Care Rehab Clinic

Posting Date : 05-Jul-2025

Closing Date : 01-Jan-2026

Location : Hamilton

Salary : \$36 Per Hour

Job Requirements

- **Education:** Bachelor's degree or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4631286

Job Description:

Tasks

Co-ordinate administrative services

Evaluate the operations of a department providing administrative services

Manage the operations of a department providing a single administrative service

Manage the operations of a department providing several administrative services

Collect and record administrative and service fees

Assist in preparing annual budgets

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

Supervise office and volunteer staff

Supervision

11-15 people

Experience and specialization

Computer and technology knowledge

MS Office

MS Outlook

Information technology

Quick Books

MS Excel

MS Word

Area of work experience

Marketing

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized
Team player
Values and ethics
Time management

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: info.hamilton@wecarerehab.ca

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