SAI IMMIGRATION INDIA

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Office Admin

Hiring organization
SAI Canada Immigration – Dubai

Employment Type
Full-time

Job Location
Surrey, British Columbia, Canada

Working Hours
40hours/week

Date posted
December 14, 2022

Description
We are looking for an office administrator for our client in Surrey.

The office administrator will be responsible for maintaining office systems and supervising employees to help the company run smoothly.
Organizes office operations and procedures, prepares payroll, controls correspondence, designs filing systems, reviews and approves supply requisitions, and assigns and monitors clerical functions.

Responsibilities

- Maintains office systems and supervises employees to help the company run smoothly.
- Organizes office operations and procedures, prepares payroll, controls correspondence, designs filing systems, reviews and approves supply requisitions, and assigns and monitors clerical functions.
- Establishes standards and procedures, and makes necessary adjustments to create and implement office policies.
- Completes operational requirements by scheduling, assigning, and monitoring work results.
- Maintains management’s knowledge by reviewing and analyzing special reports, summarising data, and identifying trends.
- Recruits, selects, orients, and trains employees to keep the office running smoothly.
- Maintains office staff job results through coaching, counseling, and disciplining employees, as well as job planning, monitoring, and evaluation.
- Maintains job results for office staff by coaching, counseling, and disciplining employees, as well as planning, monitoring, and appraising job results.
- Prepares an annual budget, schedules expenditures, analyses variances, and initiates corrective actions to meet financial objectives.