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Project administration officer

Posted by: YuSheng Immigration Law Firm

Posting date: 14-Jun-2024 **Closing date:** 11-Dec-2024

Education: Completion of secondary school is required.

Language: English or French

Job location: Markham

Salary: \$26.92 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: DISJ7223851

Job description:

Job duties:

- Coordinate office services such as accommodation, equipment, and supplies
- Supervise budgeting, contracting, and project planning processes.
- Compile data and generate reports, manuals, and correspondence as needed.
- Potential supervision of records management and staff.
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Responsible for liaising with project stakeholders and arranging various meetings, travels, and other related matters.

Job requirements:

- Completion of secondary school is required.
- A university degree or college diploma is an asset.
- Experience in office administration position is preferred.
Please email your resume with cover letter to yushengvisa@gmail.com
Only qualified candidates can be invited to interview