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## Operations Chief-Administrative services

**Posted by:** CY. Yumi Catering Management Co., Ltd.

**Posting date:** 14-Nov-2024      **Closing date:** 04-Dec-2024

**Education:** Minimum a college diploma

**Language:** English

**Job location:** Charlottetown

**Salary:** \$35 Per Hour

**Years of Experience:** 5 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ4681533

Expired

## Job description:

**Job Title:** Operations Chief-Administrative services (NOC 10019)

**Term:** Permanent

**Working hours:** 30.0- 35.0 Hours/Week

**Wage:** \$35.0 per hour (\$54,600-\$63,700 /year)

**Work location:** 660 University Ave, Charlottetown, PE, C1E 1E3

CY. Yumi Catering Management Co., Ltd., operating as Yumi Sushi Charlottetown, is a renowned Japanese restaurant in Charlottetown, PEI, Canada. Celebrated by both travelers and locals, it offers an all-you-can-eat dining experience featuring a diverse menu that includes sushi, sashimi, uramaki, hosomaki, sushi pizza, temaki, teriyaki, tempura, rice and udon combinations, bento boxes, and party trays. Yumi Sushi is dedicated to delivering authentic Japanese cuisine in a welcoming atmosphere, making it a favored destination for those seeking a variety of flavorful dishes. The restaurant offers dine-in, online ordering and delivery, as well as providing customized services such as party and catering hosting.

In line with our business growth and expansion plan, we are hiring a dedicated leader to oversee our administrative operations, ensuring robust and effective support for our key business functions.

**Main duties:**

- Supervise, implement, monitor, and optimize administrative policies and procedures to ensure operational efficiency and customer satisfaction across all service offerings.
- Develop, administer, and monitor company finance management, focusing on regulating and streamlining procedures in budget planning, finance record-keeping, and cost control for contracts, equipment, and supplies.
- Direct and administer HR management, including recruiting, onboarding, performance review, records managing, payroll process, and ensuring compliance with labor laws and company policies.
- Develop, administer, and monitor purchasing activities, ensuring appropriate policies and procedures are followed while adequate supplies of ingredients, packaging, and other inventories are maintained.
- Develop and Implement inventory management policies and procedures to minimize waste and control expenses.
- Represent company to communicate with governance authorities and develop company compliance policies and procedures accordingly, ensuring compliance with regulatory requirements related to health, safety, and food service in the restaurant industry.
- Prepare comprehensive reports and presentations for management, evaluating the effectiveness of administrative services and recommending improvements.
- Oversee the management of company documents and records, ensuring accurate documentation of HR, financial, and operational data. Implement digital solutions for records management to streamline administrative processes.
- Provide administrative support, training, and guidance for other employee, explain policies and procedures to ensure smooth operation and positive work environment.
- Address operational challenges promptly, ensuring minimal disruption to restaurant services. Develop contingency plans for unexpected events impacting staffing, supply chain, or operations.

**Skills and Qualifications Requirement:**

- Minimum a college diploma in business administration or a related administrative services field.
- Minimum 5 years of experience in a supervisory administrative role, preferably in the food service, hospitality, or customer services sectors.
- Knowledge in diverse fields such as human resources, finance control, food service regulations, communication with authorities is preferred.
- Proven ability to lead and manage teams effectively.
- Independent working and problem-solving skills.
- Excellent communication skills.
- Excellent time and task management skills.
- Proficient in MS Office Suite (Excel, Word, PowerPoint) and familiarity with office management software.

To apply, please submit your resume and cover letter to [yumisushicharlottetown@hotmail.com](mailto:yumisushicharlottetown@hotmail.com). Please note that only shortlisted applicants will be contacted.