



Administrative Manager

Posted by D.W. Gould Realty Advisors Inc

Posting Date : 16-Jun-2025

Closing Date : 13-Dec-2025

Location : Mississauga

Salary : \$45.19 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5321437

Job Description:

Join a trusted name in commercial real estate consulting. D.W. Gould Realty Advisors Inc. is seeking a highly organized and motivated Administrative Manager to lead our office

operations in Mississauga. This role is ideal for a proactive professional who thrives in a fast-paced environment, excels at streamlining administrative processes, and is passionate about supporting a dynamic team of real estate professionals. If you're ready to take ownership of day-to-day office management and contribute to a growing, client-focused firm—this opportunity is for you.

Job Title: Administrative Manager
Company: D.W. Gould Realty Advisors Inc.
Location: Mississauga, ON L5L 4L3
Workplace Information: On site

Salary: \$113,500 Annual
Hours: 30 hours per week
Terms of Employment: Permanent, Full-time
Schedule: Day, Early Morning, Morning, Weekend
Start Date: As soon as possible
Vacancies: 1

Overview

Languages: English

Education:

- College, CEGEP, or other non-university certificate or diploma from a program of 1 to 2 years

Experience:

- 2 years to less than 3 years

Work Setting:

- Business services

Work Location:

- Work must be completed at the physical location (no remote option)

Responsibilities

Tasks:

- Coordinate administrative services
- Evaluate and manage the operations of a department providing administrative services
- Collect and record administrative and service fees
- Assist in preparing annual budgets
- Conduct research
- Plan, organize, direct, control, and evaluate daily operations
- Direct and advise staff engaged in records management, security, finance, purchasing, HR, and other administrative services
- Ensure corporate governance and regulatory compliance procedures are followed
- Hire and train or arrange training for staff
- Interview and supervise office and volunteer staff
- Plan and control budgets for client projects, contracts, equipment, and supplies
- Prepare reports and briefs for management committees
- Manage knowledge within the organization
- Assist in financial statement audits
- Organize and maintain inventory

Supervision:

- 3–4 people

Experience and Specialization

Computer and Technology Knowledge:

- MS Office
- MS Outlook
- MS Excel
- MS Word
- Accounting software
- Electronic mail

Additional Information

Work Conditions and Physical Capabilities:

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large caseload and workload

Personal Suitability:

- Accurate
- Efficient interpersonal skills
- Excellent oral and written communication

- Flexibility and judgment
 - Organized and a team player
 - Strong values and ethics
 - Time management
 - Initiative and creativity
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Who Can Apply for This Job?

You can apply if you are:

- A Canadian citizen
- A permanent resident of Canada
- A temporary resident with a valid Canadian work permit

Note: Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to Apply

By email:

? careers.gouldrealty@gmail.com

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: careers.gouldrealty@gmail.com

Posted on Disabled job Portal