

Office Manager (1)

Simplicity Car Care (Kingston)

Job ID
49428

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LOCATION	DATE POSTED	EXPIRY DATE	
791 Montreal St, Kingston, ON Ontario	18-03-2026	14-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 30.00 to CAD 32.00 per hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Simplicity Car Care (Kingston) is a car care and collision services intake centre located in Kingston. We are looking for an Office Manager (1) to join our team.

Position responsibilities:

- Supervise the activities of office and administrative employees to ensure the quality standards, deadline are met and to ensure the work is completed without errors.
- Assign duties to the employees, prepare work schedules and plan work priorities.
- Ensure the equipments in the office are operational. Plan maintenance/servicing as required.
- Implement policies and procedures by co-ordinating with the owner and management.
- Co-ordinate activities of workers.
- Review work performance and prepare reports.
- Analyse financial activities and provide inputs to budget planning.
- Maintain records of inventory, order, supplies, and work performed on each vehicle.
- Communicate work procedure and company policies to the employees.
- Resolve customer complaints and support employees in handling complex situations.

Employment requirements:

Minimum secondary school education is required.

1 month to 7 months work experience in office setup is required.

Wages: CAD 30.00 to CAD 32.00 per hour for 32 – 40 hours work per week

Other benefits: 4% vacation pay

Terms: Temporary (3 years), Full Time

Work Location: 791 Montreal St, Kingston, ON, K7K 3J7

How to apply: Send your detailed resume to hr.simplicitykingston@gmail.com