Operations manager - administrative services

Job ID
52036

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LOCATION	DATE POSTED	EXPIRY DATE	
Richmond, Richmond, BC | British Columbia	18-11-2026	17-05-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 51.50 per hour	2 years to less than 3 years	Bachelor's degree

Job Details

We are looking for a full-time Operations manager - administrative services to join our team.

Hours: 30-40 hours per week.

On site: Work must be completed at the physical location. There is no option to work remotely.

How to apply: Send your resume at arconiacouriercareers@outlook.com

What you must include in your application: Cover letter

Job Description

Job duties include but are not limited to:

-Co-ordinate administrative services
-Evaluate the operations of a department providing administrative services
-Manage the operations of a department providing several administrative services
-Collect and record administrative and service fees
-Assist in preparing annual budgets
-Plan, organize, direct, control and evaluate daily operations
-Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
-Hire and train or arrange for training of staff
-Interview, hire and provide training for staff
-Plan, administer and control budgets for client projects, contracts, equipment and supplies
-Manage knowledge
-Assist in the planning and execution of financial statement audits
-Supervise office and volunteer staff

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