

Administrative Officer

Karkee Law Firm

Job ID

39349

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LOCATION	DATE POSTED	EXPIRY DATE	
69 Lebovic Avenue, Toronto, ON Ontario	09-03-2026	05-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$37.00 - \$39.00 per hour	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Please apply via email with your resume and cover letter.

- Oversee and coordinate office administrative policies and procedures.
- Review, evaluate and implement new policies and procedures, if necessary.
- Establish work priorities, delegate work to office support staffs including the accountant, and ensure deadlines are met and procedures are followed.
- Assist in the preparation of the operating budget and maintain inventory and budgetary controls.
- Prepare annual staff progress report and share those reports with the office management team.
- Compare the cost and utility ratio of software used in the office and recommend appropriate new software.
- Coordinate and plan for office services, relocations, equipment, office supplies, forms, parking, maintenance and security services.
- Attend training sessions to learn industry trends and discover aspects of the corporation’s equity development strategies.
- Conduct a study on trendy digital marketing tools, introduce appropriate marketing tools and social media exposure of the corporation and train staff on how to handle such initiatives.
- Assemble data and prepare periodic and special reports, manuals and correspondence.

Job Description

Qualification and skill

- At least 2 years of experience required in a similar job position with good performance.
- Experience supervising a work team.
- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years.
- A bachelor’s degree in business management, business administration, or accounting is an asset.
- Excellent English communication skills: multilingualism is an asset.
- Experience in institutional digital marketing and social media exposure.
- Ability to prioritize tasks effectively in a fast-paced setting