Administrative Officer

Karkee Law Firm

Job ID
41157

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LOCATION	DATE POSTED	EXPIRY DATE
69 Lebovic Avenue, Toronto, ON| Ontario	20-09-2026	19-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $37.50 per hour	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Send email to: info@karkeelaw.ca

Job Description

Business Address & Job Location: 69 Lebovic Avenue, Suite 204, Scarborough, ON M1L 0H2

Contact Information : Karkee Law Firm

69 Lebovic Ave., Suite 204, Scarborough, ON M1L 0H2

Tel.: (647) 352- 7709

Fax: (647) 317- 3755

Email: info@karkeelaw.ca, Website: karkeelaw.ca

Salary

- $37.50 per hour;
- Daytime: 30 to 32.50 hours per week
- Salary increase: as per the corporation’s policy
- Overtime hours: in accordance with applicable law

Term: Permanent, full-time

Start date: 2026-11-18

Vacancy: 1 position

Language requirement

- Good English-speaking skills
- Good English reading and writing skills.

Education and Work Experience

- Completion of secondary school is required.
- A college diploma or apprenticeship training of less than two years is helpful.
- 2 years' experience in a senior clerical or executive secretarial position, or similar work experience.

Responsibilities:

• Review and evaluate new administrative procedures
• Implement new administrative procedures
• Delegate work to office support staff
• Establish work priorities and ensure procedures are followed, and deadlines are met
• Carry out administrative activities of the establishment
• Monitor and evaluate all administrative activities as required
• Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms management, disposal of assets, parking, maintenance and security services
• Assist in the preparation of operating budget and maintain inventory and budgetary controls
• Assemble data and prepare periodic and special reports, manuals and correspondence
• Perform data entry
• Plan and control budget and expenditures
• Identify and solicit potential clients
• Write progress reports
• Maintain registration systems, records and files
• Help with the installation, assembly, and repairs to equipment

Supervision: 3-4 people

Security and safety: Basic security clearance

Transportation/travel information

• Own transportation
• Willing to travel within working hours - travel expenses provided
• Public transportation is available

Work conditions and physical capabilities

• Ability to work independently
• Work under pressure
• Tight deadlines
• Attention to detail

Personal suitability

• Efficient interpersonal skills
• Excellent oral communication
• Excellent written communication
• Organized
• Ability to multitask
• Time management
• Integrity
• Team player

Benefits

• Vision care: as per the corporation’s policy.

- Canada Pension Plan: as per the Canada Pension Plan Act.
- Office hours free parking: available

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