**Operation Manager-** **Administrative Services**

SMP CANADA INC has an immediate opening position for experienced Operation Manager- Administrative Services (NOC: 0114).

SMP CANADA INC is a company that draws on innovation and excellence to provide solutions that enhance the ability for caregivers to effectively fulfill their duties. Our goal is to build a high-performing medical technology company that gives healthcare providers the tools they need to achieve better outcomes. We are committed to helping our customers deliver safer, more efficient, technologically advanced equipment to the market place. Caregivers throughout the world look to us for solutions because we strive for excellence and adhere to their suggestions for improvement. We bring the passion, dedication, innovation and the drive in developing solutions that matter in making a difference in the lives we help save.

**Location**: 10 Sims Crescent. Unit# 1 Richmond Hill, Ontario Canada L4B1K9

**Job Type**: Permanent Full-Time

**Working hours**: 7 hours per day and 35 hours per week

**Compensation**: -

**Main duties:**

* Initiate, manage and review our company’s budgets planning on services outsourcing, necessary equipment and supplies purchasing and rental;
* Perform financial control on administrative departmental spending;
* Review, approve and continues monitor our company’s internal and external policies and procedures to insure they are compliant with related government and industrial regulations and standards, especially within medical field;
* Direct and manage administrative teams, ensure all team members are providing qualified administrative services including records management, security service and supplies management, etc.;
* Review and evaluate performances of administrative services, guide administrative teams to improve their work standards and procedures;
* Report to our CEO and CFO regularly, provide ongoing analysis and suggestions on optimizing administrative services;
* Hire, train and evaluate new staff, award qualified employees with employment contracts.

**Qualifications:**

* A college diploma or above is required;
* 5+ years of management working experience is a must;
* Familiar with corporate finance and budget control is a plus;
* Positive working attitude towards all aspect of daily tasks;
* Able to working among different departments, willing to coordinate different requirements from internal and external teams;
* Strong communication skills and interpersonal skills;
* Strong time management and organizational skills;
* Problem solving skills with the ability to effectively execute solutions.

How to Apply

* If you meet the requirements above and would like to be considered, please email your resume in word format to [employment@smpcanada.com](mailto:employment@smpcanada.com).

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