Business general manager

Asquare Immigrations Inc.

Job ID
10469

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/10469

LOCATION	DATE POSTED	EXPIRY DATE
1200 Derry Road East, Mississauga, ON| Ontario	13-08-2026	09-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 45.00	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Job Title: Business general manager

Employer details: Asquare Immigrations Inc.

Job details:

Location: 1200 Derry Road East, Mississauga, ON, L5T 0B3

Work location: On site

Salary: 45.00 hourly / 35 hours per week

Terms of employment: Permanent employment, Full time

Morning, Day

Starts: As soon as possible

Vacancies: 1 Vacancy

Overview:

Languages:

English

Education:

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years.

Experience:

1 year to less than 2 years

On site:

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

Work setting:

Private sector

Responsibilities:

Tasks:

Allocate material, human and financial resources to implement organizational policies and programs.

Authorize and organize the establishment of major departments and associated senior staff positions.

Establish objectives for the organization and formulate or approve policies and programs.

Select middle managers, directors or other executive staff; delegate the necessary authority to them and create optimum working conditions.

Delegate work to office support staff.

Conduct performance reviews.

Carry out administrative activities of establishment.

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation.

Oversee and co-ordinate office administrative procedures.

Review and evaluate new administrative procedures.

Establish work priorities and ensure procedures are followed and deadlines are met.

Assemble data and prepare periodic and special reports, manuals and correspondence.

Supervision:

5-10 people

Experience and specialization

Computer and technology knowledge

MS Excel

MS Office

MS PowerPoint

MS Windows

MS Word

Accounting software

Additional information:

Work conditions and physical capabilities:

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Large workload

Personal suitability:

Excellent oral communication

Excellent written communication

Organized

Team player

Initiative

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities
Support for newcomers and refugees
Support for youths
Support for Veterans
Support for Indigenous people
Support for mature workers
Supports for visible minorities

Who can apply for this job?
The employer accepts applications from:
Canadian citizens and permanent or temporary residents of Canada.
Other candidates, with or without a valid Canadian work permit.

How to apply:
By Direct Apply

Additional ways to apply:
By email:
jobs@asquareimmi.com

By mail:
1200 Derry Road East suite 8
Mississauga, ON, L5T 0B3

Job Description

Allocate material, human and financial resources to implement organizational policies and programs.
Authorize and organize the establishment of major departments and associated senior staff positions.
Establish objectives for the organization and formulate or approve policies and programs.
Select middle managers, directors or other executive staff; delegate the necessary authority to them and create optimum working conditions.
Delegate work to office support staff.
Conduct performance reviews.
Carry out administrative activities of establishment.
Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation.
Oversee and co-ordinate office administrative procedures.
Review and evaluate new administrative procedures.
Establish work priorities and ensure procedures are followed and deadlines are met.
Assemble data and prepare periodic and special reports, manuals and correspondence.

Downloaded from youthjob.ca on 15-11-2026