Job posting details

> ⚠ **Important**
> This job posting may be a duplicate of job [2188305], which already exists in your employer file. If you are attempting to advertise the same position for longer, you may extend the original job posting from your employer dashboard. Please note that this job posting may be declined if it is deemed to be a duplicate.

Preview

office administrator JOB POSTING EXPIRED

Posted on August 20, 2022 by **Leaf Truck & Trailer Service Ltd**

📍 Winnipeg, MB
R5R 0J5

$ $25.00 / hour

👤 2 vacancies

📄 Permanent employment, Full time
40 hours / week

📅 As soon as possible

📄 Employment conditions: Morning, Day

🍁 # 2155051

Job requirements

Languages
English

Education
Secondary (high) school graduation certificate

or equivalent experience

Experience
Will train

Personal suitability

Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability

Computer and technology knowledge

Electronic mail, Spreadsheet, Accounting software, MS Excel, MS Office, MS Outlook, MS PowerPoint, MS Windows, MS Word

Tasks

Review, evaluate and 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 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

Transportation/travel information

Own transportation

Work conditions and physical capabilities

Fast-paced environment, Work under pressure, Attention to detail, Large workload

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email
leaf.service230@gmail.com

Advertised until

2022-09-19

Date modified:

2022-08-15