



Office administrator

Description

Winnipeg, MBR3T 2A4

Workplace information: On site

Salary: 26.00 hourly / 35 to 40 hours per Week

Terms of employment: Permanent employment, Full time

Day, Morning, On Call, Weekend

Starts: as soon as possible

vacancies: 1 vacancy

Duties

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

Qualification

Closing Date

July 20, 2025

Categories

Business, Finance and Administration

Employer

Canadian Pathway
Immigration Services (CPIS)
Inc.

Location

Assiniboine South

Address

1176 Pembina Hwy
Winnipeg, R3T 2A4

Job Type

Full-time

Education Level

High School

Email

Education

- Secondary (high) school graduation certificate

Experience

- 1 year to less than 2 years

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Word

Additional information

Work conditions and physical capabilities

- Tight deadlines
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Adaptability
- Integrity
- Team player

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