



## 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

February 15, 2026

### 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