Office Administrator

Description

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They are employed throughout the private and public sectors.

Duties

- Implement new administrative procedures
- Review and evaluate 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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Coach

Closing Date

December 31, 2026

Categories

Business, Finance and Administration

Employer

Creating Smiles Dental Centre

Location

Assiniboine South

Address

1305 Leila Avenue suite A winnipeg, R2P 2Z4

Job Type

Full-time

Education Level

College

Wage

$26.00 - $28.00

Email

- Monitor and evaluate
- Plan and control budget and expenditures

Qualification

Transportation/travel information

- Own transportation

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail

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