



Administrative Officer

Description

Wingo Consulting Group Inc. is hiring an Administrative Officer (NOC 13100) to join our team in Winnipeg, Manitoba.

Job Title: Administrative Officer (NOC 13100)
Job Type: Full-Time, Permanent
Work Location: 207-5 Donald St, Winnipeg, MB R3L 2T4
Wage: \$27.00/hour
Working Hours: 35 to 40 hours per week
Vacancy: 1
Start Date: As Soon As Possible
Language: English

Duties

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures

Closing Date

December 31, 2025

Categories

Management

Employer

Wingo Consulting Group Inc.

Location

River Heights

Address

207-5 Donald St Winnipeg, R3L 2T4

Job Type

Full-time

Education Level

High School

Wage

\$27.00 - \$27.00

Qualification

- Completion of secondary school is required
- 2-3 years of work experience related to office administration
- Experience in supervising and performance management is an asset

Email

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