



ADMINISTRATIVE OFFICER

Description

Manage day-to-day office operations and ensure smooth workflow.
Maintain company records, project files, and correspondence.
Handle incoming and outgoing communication (emails, phone calls, mail).
Order and manage office and site supplies, materials, and equipment.
Prepare and maintain construction schedules, progress reports, and timesheets.
Coordinate with engineers, subcontractors, and suppliers for updates and deliveries.
Track project expenses and assist with budgeting.
Maintain employee records, attendance, and timesheets.
Support recruitment, onboarding, and training processes.
Process payroll information and ensure compliance with labor regulations.
Prepare purchase orders, invoices, and expense reports.
Reconcile accounts and assist with bookkeeping and audits.
Ensure all financial and compliance documents are properly filed.
Ensure all safety documentation and certifications are up to date.
Maintain compliance with construction codes, permits, and provincial regulations.
Assist in organizing safety meetings and maintaining related records.

Closing Date

December 20, 2025

Categories

Business, Finance and Administration

Employer

ALPHA AND OMEGA ELECTRICAL INC

Location

Assiniboine South

Address

1050 LEILA AVE WINNIPEG, R2P 1W6

Job Type

Full-time

Education Level

High School

Email

alphaomegaresumes@gmail.com

Act as a point of contact between management, site teams, and clients.
Schedule meetings, prepare agendas, and record minutes.
Handle correspondence with government agencies and clients.

Duties

Language – English

Position – 1

Remote Work – No.

Hours – 35/week