

Company	6755675 Manitoba Ltd O/A Calculus Financial
Location	4-11 Vervain Dr Rosser MB ROH OA1
Date Posted	2022-08-19
Posted Until	2022-11-18
Job Type	Permanent, Full-time
Job Category	Office Administrator (NOC 1221)
Positions	One
Description	<p>Carry out administrative activities of establishment. Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services. Assemble data and prepare periodic and special reports, manuals and correspondence. Oversee and co-ordinate office administrative procedures. Order office supplies and maintain inventory. Supervise other workers.</p>
Start Date	As soon as possible
Salary	\$24.00/hr
Education Requirements	Completion of Bachelor's Degree
Essential Skills	Computer Knowledge: MS Excel, MS Office, MS PowerPoint, MS Windows, MS Word, Simply Accounting
Experience	Must have at least three years of most recent, verifiable work experience
Languages	English
How To Apply	By E-Mail: info@calculusfinancial.ca