

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ORGANIZATION AND PRODUCTIVITY PROJECT OFFICER
JOB NUMBER	4081
NUMBER OF POSITION/S	1
NOC CODE	0114
CLOSING DATE	2021-11-15
LOCATION	Winnipeg, MB St. James-Assiniboia
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	We have an exciting career opportunity for an Organization and Productivity Project Officer to join our creative and exclusive team passionate to make the world a better place. If you are self-motivated, multi-tasking, innovative and team oriented professional, join our team and expand your knowledge and experience by working on a wide variety of projects.
JOB DUTIES	<p>Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures using Enterprise Resource Planning (ERP) software PRIORITY program.</p> <p>Establish work priorities, and ensure deadlines are met and procedures are followed</p> <p>Conduct analyses and oversee administrative operations related to budgeting, contracting and project planning and management processes</p> <p>Assist in preparation of operating budget and maintain inventory and budgetary controls</p> <p>Assemble data and prepare periodic and special reports, manuals and correspondence</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Completion of secondary school</p> <p>A minimum of five years of experience in administrative operations</p> <p>Extensive experience working with Enterprise Resource Planning [ERP] PRIORITY software program</p>
APPLICATION PROCESS	<p>Send targeted resume</p> <p>Apply online and inform your CC</p>
APPLICATION DETAILS	<p>Apply directly to: stang@clearline.ca</p>
JD	Chris Brown