

# Job posting details


## Important

This job posting may be a duplicate of job [2183916], which already exists in your employer file. If you are attempting to advertise the same position for longer, you may extend the original job posting from your employer dashboard. Please note that this job posting may be declined if it is deemed to be a duplicate.

### Preview

## office administrator JOB POSTING EXPIRED

Posted on August 04, 2022 by **Dhindsa Transport Company Ltd**

 Winnipeg, MB  
R2C 2Z2


 \$25.00 / hour

 1 vacancy

 Permanent employment, Full time  
40 hours / week

 As soon as possible

 Employment conditions: Morning, Day, Evening, Weekend

 # 2135277

## Job requirements

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Personal suitability

Efficient interpersonal skills, Flexibility, Organized, Reliability

## Computer and technology knowledge

Electronic mail, Spreadsheet, MS Excel, MS Office, MS Outlook, MS PowerPoint, MS Word

## Tasks

Review, evaluate and implement 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, 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

## Supervision

5-10 people

## Transportation/travel information

Own transportation, Public transportation is available

## Work conditions and physical capabilities

Fast-paced environment, Tight deadlines, Attention to detail, Large workload

### Who can apply to this job?



#### Only apply to this job if:

- You are a Canadian citizen or a permanent resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## How to apply

### By email

[dhindsatrans@gmail.com](mailto:dhindsatrans@gmail.com)

### By mail

230 Transport Road Unit B  
Winnipeg, MB  
R2C 2Z2

# Advertised until

2022-09-03

**Date modified:**

2022-08-15