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Interland Carriers Inc. is a trucking company with dedicated runs throughout Canada and United States. Our staff enjoys secure and consistent employment hauling freight for a number of the best companies in Winnipeg. Interland Carriers Inc. has a new and well maintained fleet to serve our clients and convenience our employees. We offer a competitive package with safety and performance incentives, benefits, vacation pay as well as a good home and work life balance. If you are looking for a position with an established transportation company, with great growth potential here's your chance to join our team!

We are currently in need of **an Office Administrator for our Winnipeg Office.**

Job Duties: Carry out administrative duties of the business. Review and implement new and current administrative procedures. Ensure all company procedures are followed and deadlines are met.

Skills Required : Must have effective interpersonal skills, Flexibility, Reliability and organizational skills. Knowledge of MS word ,MS Excel, Electronic mail and MS office is required.

Language Requirements: English

We offer: Group Insurance, Dental Benefits, Vacation Pay and Bonuses

Wage Offered: 25.00 Per Hour

Job Term: Full-time

Experience: Minimum 1 Year to less than 2 Years.

Work Location: Winnipeg .

Education: College or non university certificate and diploma of 3 months to less than one Year.

Contact Information : Email: info@interlandcarriers.com,

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