

## Office Administrator (NOC 1221)

**Job Types:** Regular Job  
**Vacancies:** 1 Position  
**Terms of Employment:** Full time permanent  
**Salary:** \$24.00 per hour  
**Anticipated Start date:** As soon as possible (at the latest in 3 months)  
**Location:** Winnipeg, Manitoba

### Job description:

- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Oversee and coordinate office administrative procedures
- Review, evaluate and implement new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Coordinate 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
- Responds to vendor telephone calls/inquiries.
- Assists employees with outgoing telephone calls, two-way radio contacts, and pages.
- Answers all incoming telephone calls promptly and courteously.
- Sorts and distributes incoming mail.
- Assists in overseeing transportation, taking orders and directing drivers.
- Matches and checks pick-ups and deliveries.
- Checks inventory and participates in a semi-annual inventory count, two Saturdays a year.
- Maintain work records and logs, Ensure accuracy of completed timesheets, payroll and other summaries.
- Perform general office duties and provide customer service.

### Requirements:

- Minimum 1 year experience in recent 2 years.
- High School Certificate (A university degree or college diploma in business would be an asset)
- Excellent english-written and interpersonal communication skills

**Work Location & Employer:** JSONS Trucking Ltd.  
6 Bridgewell Cove  
Winnipeg, Manitoba  
R2R 0R2

### How to apply:

**Email:** [Jsonstruckingltd@gmail.com](mailto:Jsonstruckingltd@gmail.com)  
**Company Website:** <https://jsonstrucking.com/>