

# **Office Administrator**

## **Omnisol Tech & Construction Ltd**

---

### **Main Duties**

- 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
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures
- Supervise: 3-4 people

### **Employment Requirements**

- Must know English with excellent oral and written communication
- Secondary (high) school graduation certificate
- 7 months to less than 1 year experience
- Efficient interpersonal skills, Organized, Reliable
- Computer and Technology Knowledge, Electronic mail, MS Excel, MS Word

Permanent Full Time

Location: Winnipeg

Salary: \$26.00/ hour 35 hours/week

Contact Email or call:

Parminderjit Singh

jobsomnisoltech@gmail.com

204-588-4063