



UNIT-2 ,20, SECOND STEERT, WEST ST. PAUL,
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Email -pacifictrucktrailer@hotmail.com

Pacific Truck & Trailer Service Ltd. has extensive experience in the Truck & Trailer Repair Industry. Our mission is to work with our customers to accurately assess their trucks and trailer repair needs in a very cost effective way. By giving honest and quality services to our customers we are growing 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: ,

Phone No.204-813-4877

Cell Phone No. 204-996-4870