


# Job posting for Office Administrator (1582524)

1221 Administrative officers


Preview

## Office administrator JOB POSTING EXPIRED

Posted on November 23, 2020 by [Rapid Trucking Ltd.](#) 

Winnipeg, MB  
R3W 0G4


 \$24.50 / hour

 1 vacancy

 Employment groups: Students, Visible minorities, Newcomers to Canada

 Permanent employment, Full time  
35 hours / week

 As soon as possible

 Employment conditions: Morning, Day

 Job Bank # 1582524

## Job requirements

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### Ability to Supervise

3-4 people

### Security and Safety

Bondable

### Transportation/Travel Information

Public transportation is available

**Work Conditions and Physical Capabilities**

Fast-paced environment, Work under pressure, Attention to detail

**Personal Suitability**

Organized, Flexibility, Reliability, Effective interpersonal skills, Team player

**Additional Skills**

Supervise staff or team

**Business Equipment and Computer Applications**

Electronic mail, MS Excel, MS Outlook, MS Word, MS Office, Inventory control software, MS PowerPoint

**Specific Skills**

Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Assemble data and prepare periodic and special reports, manuals and correspondence, Oversee and co-ordinate office administrative procedures

**How to apply****By email**

[dispatch@rapidtruckingltd.com](mailto:dispatch@rapidtruckingltd.com)

**Advertised until**

2021-03-23