

## **Office Administrator Ship Eazy Logistics**

### **Job Description**

We are currently in need of two Office Administrators for our Winnipeg Office.

### **Main 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.

### **Employment requirements**

- 7 Months to less than one year relevant experience
- Must have effective interpersonal skills, Flexibility, Reliability and organizational skills.
- Knowledge of MS word, MS Excel, Electronic mail and MS office is required.
- Secondary (High) School graduation Certificate

Hours: Full-time

Wage: 25.75 per hour – 35 Hours/Week

Location: Winnipeg

Number of positions: 2

Contact Email:

Sunny Chahal

hiring@sel19.com