



## Office Administrator

### Description

Looking for the Position of Office Administrator.

### Duties

Delegate work to office support staff  
Establish work priorities and ensure procedures are followed and deadlines are met  
Carry out administrative activities of establishment  
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services  
Assemble data and prepare periodic and special reports, manuals and correspondence  
Perform data entry  
Oversee and co-ordinate office administrative procedures

### Qualification

Education:  
Secondary (high) school graduation certificate

Experience:  
7 months to less than 1 year

Computer and technology knowledge:  
Electronic mail  
Social Media  
Spreadsheet  
MS Excel  
MS Office  
MS Outlook

### Closing Date

October 30, 2024

### Categories

Management

### Employer

Rahul Sohar Personal  
Real Estate Corporation

### Location

Assiniboine South

### Address

30 Vadeboncoeur Dr  
Winnipeg, R2N 4P9

### Job Type

Full-time

### Education Level

High School

### Wage

\$27.50 - \$27.50

MS PowerPoint  
MS Windows  
MS Word  
Additional information  
Transportation/travel information  
Public transportation is available  
Work conditions and physical capabilities  
Work under pressure  
Attention to detail  
Personal suitability  
Excellent oral communication  
Flexibility  
Organized  
Reliability

## **Email**

rahulsohar47@gmail.com

## **Phone**

(204) 955-1463