



Office Administrator

Description

- 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
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures

Closing Date

July 1, 2024

Categories

Business, Finance and Administration

Employer

SHAN & NAV LOGISTICS INC.

Location

Assiniboine South

Address

102, BALTIC BAY
Winnipeg, R2P 1M1

Job Type

Full-time

Education Level

College

Wage

\$25.60 - \$25.60

Email

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