



Administrative Officer

Description

Tasks:

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
Assist in the preparation of operating budget and maintain inventory and budgetary controls
Oversee and co-ordinate office administrative procedures

Supervision:

5-10 people

Computer and technology knowledge:

MS Excel
MS Office
MS Outlook
MS PowerPoint
MS Windows
MS Word
Project management software

Security and safety:

Basic security clearance

Transportation/travel information:

Valid driver's licence

Work conditions and physical capabilities:

Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail

Closing Date

May 26, 2024

Categories

Business, Finance and Administration

Employer

INS Transport LTD.

Location

Inkster

Address

325 Eagle Dr Rural
Municipality of Rosser,
R0H 1E0

Job Type

Permanent

Education Level

High School

Wage

\$27.00 - \$27.00

Personal suitability:
Efficient interpersonal skills
Excellent oral communication
Organized
Reliability

Screening questions:
Are you currently legally able to work in Canada?
Do you have previous experience in this field of employment?
What is the highest level of study you have completed?

Other benefits
Free parking available.
No of positions 2
Work Term- Permanent
Work Language -English
Hours- 35Hours Per Week
Education-Secondary/High School
Send Resume to -intransport@yahoo.com

Email

intransport@yahoo.com