



## Office Administrator

### Description

Administrative officers oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and coordinate acquisition of administrative services such as office space, supplies and security services. They are employed throughout the public and private sectors. Administrative officers who are supervisors are included in this unit group.

- Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Carry out administrative activities associated with admissions to post-secondary educational institutions
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Coordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Conduct analyses and oversee administrative operations related to

### Closing Date

July 13, 2024

### Categories

Business, Finance and Administration

### Employer

7052171 Manitoba Ltd.

### Location

Central

### Address

263 Bitterfield Drive Winnipeg, R2P 1T1

### Job Type

Full-time

### Education Level

High School

### Wage

\$25.00 - \$25.00

- budgeting, contracting and project planning and management processes
- Assist in preparation of operating budget and maintain inventory and budgetary controls
  - Assemble data and prepare periodic and special reports, manuals and correspondence
  - May supervise records management technicians and related staff.

## **Duties**

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- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
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- Coordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Conduct analyses and oversee administrative operations related to budgeting, contracting and project planning and management processes
- Assist in preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- May supervise records management technicians and related staff.

## **Qualification**

1 to less than 2 years experience is required.

## **Email**

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