



Office Administrator

Description

Responsibilities

Tasks

- Review and evaluate new administrative procedures
- 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

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Office
- MS Word

Additional information

Work conditions and physical capabilities

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

Closing Date

July 23, 2024

Categories

Business, Finance and Administration

Employer

Sharma Law Office

Location

Seven Oaks

Address

980 MCPHILLIPS STREET
Winnipeg, R2X 2K2

Job Type

Full-time

Education Level

College

Email

hrsharmalaw@gmail.com

Personal suitability

- Excellent oral communication
- Organized
- Team player

Qualification

Languages

English

Education

- College/CEGEP
- or equivalent experience

Experience

Experience an asset