



# Office Administrator

## Description

Winnipeg, MB

Salary: 26.00 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment,  
Full time

Day, Weekend, On Call, Morning

Start date: Starts as soon as possible

Vacancies: 1 vacancy  
Overview

## Languages

English

## Education

- Secondary (high) school graduation certificate

## Experience

1 year to less than 2 years

## Duties

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are

## Closing Date

July 2, 2024

## Categories

Business, Finance and  
Administration

## Employer

Canadian Pathway  
Immigration Services Inc.

## Location

Assiniboine South

## Address

201-1345 Pembina  
Highway Winnipeg, R3T  
2B6

## Job Type

Full-time

## Education Level

High School

## Wage

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- Carry out administrative activities of establishment
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

## **Qualification**

### **Computer and technology knowledge**

- MS Excel
- MS Word

\$26.00 - \$26.00

## **Email**

receptionatcpis@gmail.com