



Administrative Officer

Description

Languages
English
Education

- Bachelor's degree

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Oversee payroll administration

Closing Date

November 2, 2024

Categories

Business, Finance and Administration

Employer

MEAN TO CLEAN INC.

Location

Central

Address

526 Henderson Hwy Winnipeg,
R2K 2H8

Job Type

Full-time

Education Level

Bachelor

Email

mean2cleanjobs@wlconsultants.ca