



office administrator

Description

Overview

Languages

English

Education

- Secondary (high) school graduation certificate
- or equivalent experience

Experience

Will train

On site

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

Benefits

Long term benefits

- Maternity and parental benefits

Other benefits

- Free parking available
- Learning/training paid by employer
- Other benefits
- Paid time off (volunteering or personal days)

Duties

Responsibilities

Tasks

Closing Date

December 15, 2024

Categories

Business, Finance and Administration

Employer

specular immigration services

Location

Fort Garry

Address

14 Northridge Road winnipeg, R3Y 0G5

Job Type

Full-time

Education Level

High School

Email

specularimmigration@gmail.com

- Review and evaluate new administrative procedures
- Delegate work to office support staff
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures

Qualification

Education

- Secondary (high) school graduation certificate
- or equivalent experience

Experience

Will train