



Administrative officer

Description

On site

Benefits: Financial benefits, Other benefits

Languages

English

Education

College/CEGEP

or equivalent experience

Experience

2 years to less than 3 years

Tasks

Implement new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

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

Train staff

Closing Date

January 15, 2025

Categories

Business, Finance and Administration

Employer

Safe Choice Cleaning Inc.

Location

Assiniboine South

Address

819 Sargent Ave
Winnipeg, R3E 0B9

Job Type

Full-time

Education Level

College

Wage

\$18.00 - \$18.00

Resolve conflict situations

Monitor and evaluate

Oversee payroll administration

Plan and control budget and expenditures

Supervision

16-20 people

Credentials

Certificates, licences, memberships, and courses

First Aid Certificate