



OFFICE ADMINISTRATOR

Description

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Duties

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
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Oversee payroll administration

- Plan and control budget and expenditures

Qualification

Experience and specialization
Computer and technology knowledge

- Electronic mail
- Quick Books
- Spreadsheet
- MS Office
- MS PowerPoint
- MS Windows
- MS Word

Closing Date

February 15, 2025

Categories

Services

Employer

RJ HAULERS LTD

Location

Transcona

Address

489 ALMEY AVE
WINNIPEG, R3W1P7

Job Type

Permanent

Education Level

High School

Wage

\$30.10 - \$30.10

Additional information

Security and safety

- Criminal record check

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Tight deadlines
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Team player