



## Administrative Officer

### Description

**Tasks:**

Review, evaluate and implement new administrative procedures  
Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Assist in the preparation of operating budget and maintain inventory and budgetary controls  
Oversee and co-ordinate office administrative procedures

**Supervision:**  
5-10 people

**Computer and technology knowledge:**

MS Excel  
MS Office  
MS Outlook  
MS PowerPoint  
MS Windows  
MS Word  
Project management software

**Security and safety:**  
Basic security clearance

**Transportation/travel information:**  
Valid driver's licence

**Work conditions and physical capabilities:**  
Fast-paced environment  
Work under pressure

### Closing Date

March 7, 2025

### Categories

Business, Finance and Administration

### Employer

INS Transport LTD

### Location

Rural

### Address

325 Eagle Dr Rural  
Municipality of Rosser,  
Manitoba, R0H 1E0

### Job Type

Permanent

### Education Level

High School

### Wage

\$27.00 - \$27.00

Tight deadlines  
Attention to detail

Personal suitability:  
Efficient interpersonal skills  
Excellent oral communication  
Organized  
Reliability

Screening questions:  
Are you currently legally able to work in Canada?  
Do you have previous experience in this field of  
employment?  
What is the highest level of study you have  
completed?

Other benefits  
Free parking available.

No of positions 2

## **Email**

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