



# Administrative Analyst

## Description

As an Administrative Analyst, you will be responsible for: Assembling data. Preparation of periodic reports, manuals and correspondence, Coordinating schedules, meetings, and events. Supporting management and staff with various administrative needs. Conducting analysis and oversee administrative operations related to budgeting, contracting and project planning and management processes of clients of the employer. Establishing work priorities and ensure that procedures are being followed.

Completion of Bachelor's Degree

1 year experience in the related field

## Qualification

Computer Knowledge: MS Excel, MS Office, MS PowerPoint, MS Windows, MS Word

## Closing Date

July 4, 2025

## Categories

Business, Finance and Administration

## Employer

Swaraj Prinja Consultancy  
Canada Inc

## Location

Inkster

## Address

104-1770 King Edward St  
Winnipeg, R2R 0M5

## Job Type

Full-time

## Education Level

Bachelor

## Wage

\$30.00 - \$30.00

## **Email**

swarajprinja.tax@gmail.com