



Administrative Officer

Description

I.H.S Realty Ltd. is currently looking for an Administrative Officer to join our team.

Duties

- Oversee, evaluate and implement office administrative procedures.
- Establish work priorities and ensuring 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 service, etc.
- Assist in the preparation of operating budget and maintain inventory and budgetary controls.
- Assemble data and prepare periodic and special reports, manuals, and correspondence.
- Be responsible for staff recruiting and training.

Qualification

- Completion of secondary school is required
- 2-3 years of work experience related to office administration
- Experience in supervising and performance management is an asset

Closing Date

December 31, 2025

Categories

Business, Finance and Administration

Employer

I.H.S Realty Ltd.

Location

Fort Garry

Address

204-1151 Pembina
Hwy Winnipeg, R3T
2A3

Job Type

Full-time

Education Level

High School

Wage

\$27.00 - \$27.00

Email

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