



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

Tight deadlines

Attention to detail

Closing Date

March 10, 2025

Categories

Business, Finance
and Administration

Employer

HMT Building
Services Ltd.

Location

Rural

Address

5-235 McGregor St
WINNIPEG, Manitoba,
R2W 4W5

Job Type

Permanent

Education Level

High School

Wage

\$26.00 - \$26.00

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 1

Language: English

Education: Secondary/ High School