



## Administrative Officer (NOC 13100)

### Description

North Star Chartered Professional Accountants Ltd. is hiring a full-time, permanent Administrative Officer (NOC 13100) at 201-990 Lorimer Blvd in Winnipeg, Manitoba (R3S 0A1), offering \$29.00 per hour for 35 to 40 hours per week. There is one vacancy, and the start date is as soon as possible. Fluency in English is required for this role.

### Duties

- Review and evaluate new administrative procedures
- Establish work priorities and ensure 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 services
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures

### Qualification

### Closing Date

April 30, 2026

### Categories

Business, Finance and Administration

### Employer

North Star Chartered Professional Accountants Ltd.

### Location

Assiniboine South

### Address

201-990 Lorimer Blvd Winnipeg, R3S 0A1

### Job Type

Full-time

### Education Level

High School

### Wage

\$29.00 - \$29.00

- Completion of secondary school is required
- 2-3 years of work experience related to office administration

## **Email**

zhangcparecruiting@yahoo.com