



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 \$27.00 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

December 31, 2025

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

\$27.00 - \$27.00

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

Email

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