



Office administrator

Description

Job Title
Office administrator

Job details
Location: 1111 MCPHILLIPS STREET Winnipeg, MB
R2X 0S5
Salary: \$26.95 hourly / 35 hours per week
Terms of employment: Permanent employment, Full time
Starts: As soon as possible
Vacancies: 1 vacancy
Employer details: R&B CARGO LINES LTD.

Duties

Review and evaluate new administrative procedures
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
Assemble data and prepare periodic and special reports, manuals and correspondence
Oversee and co-ordinate office administrative procedures

Qualification

Languages
English

Closing Date

May 30, 2026

Categories

Business, Finance and Administration

Employer

R&B CARGO LINES LTD.

Location

Inkster

Address

1111 MCPHILLIPS
STREET WINNIPEG, R2X
0S5

Job Type

Full-time

Education Level

High School

Wage

\$26.95 - \$26.95

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

Work setting

Willing to relocate

Relocation costs covered by employer

Transportation company

Experience and specialization

Computer and technology knowledge

MS Excel

MS Office

MS Outlook

MS PowerPoint

MS Windows

MS Word

Additional information

Work conditions and physical capabilities

Work under pressure

Tight deadlines

Attention to detail

Email

randbcargo@gmail.com