



Project Administrative Officer

Description

Bodafide Auto Service is a reputable, locally owned automotive repair and wholesale business in Winnipeg. We specialize in vehicle repair, sales, and shipping services, and are proud to serve customers with integrity, transparency, and professionalism. We are currently seeking an experienced and detail-oriented **Project Administrative Officer** to support our expanding operations.

Job Title:

Project Administrative Officer

NOC: 13100

Vacancy: 1

Salary:

\$26.75-\$28.50 per hour

Location of Work: Bodafide Auto Service, 15 Dielmann Dr., Headingley, Manitoba R4H 0A1

Language:

English

Terms of Employment: Full-time; permanent position

Hours: 30-40 hours per week

Closing Date

December 31, 2025

Categories

Business, Finance and Administration

Employer

Bodafide Auto Service

Location

Rural

Address

15 Dielmann Dr.
Headingley, R4H 0A1

Job Type

Full-time

Education Level

College

Wage

\$26.75 - \$28.50

Education:

Completion of a post-secondary education in business administration or a related field

Experience:

work experience

2 years of

Shifts:

Monday to Friday

Personal Suitability:

- Efficient interpersonal skills
- Excellent oral communication
- Organized
- Ability to multitask
- Team player
- Reliability

Additional Information:

- On-site parking is available.

Duties**Duties and Responsibilities:**

- Oversee and coordinate office administrative procedures and evaluate existing processes for efficiency and improvement
- Establish work priorities and ensure that deadlines and organizational procedures are consistently met
- Coordinate administrative functions such as office supplies, records management, and scheduling
- Maintain and manage wholesale accounts; provide support with part selection, invoicing, and account updates
- Monitor online vehicle inventory; update pricing, mileage records, and lot status
- Assist with vehicle acquisition, delivery coordination, and shipping documentation
- Review all paperwork for accuracy and compliance with internal policies and relevant regulations

Email

bodafideinvoices@live.ca

- Prepare periodic reports, summaries, and correspondence
- Support special projects, relocations, or service coordination

Qualification

Education: Completion of a post-secondary education in business administration or a related field

Experience: 2 years of work experience

Required Skills:

- Strong organizational and problem-solving skills
- Excellent communication and customer service abilities
- Proficiency with MS Office Suite and inventory or logistics software