Office Administrator

Description

Office Administrator

- **Business:** Fanfare Magazine Group
- **Terms:** Part-Time Position (0.6 FTE)
- **Location:** 112 Market Avenue, Winnipeg MB (in-person)
- **Hours:** Approximately 20–25 hours per week, Monday to Friday. Preference will be given to applicants that can accommodate a regular morning work schedule, with a 9:00am start time. Flexible scheduling may be available.

About the Position

Are you looking for an energetic, creative work environment and are a multi-tasker who is obsessed with attention to detail? Then this job may be for you! We are looking for a dependable and enthusiastic **Office Administrator** to support the day-to-day operations of a local magazine business.

This position is ideal for someone with previous office administration experience who is comfortable with basic bookkeeping, data entry, customer service and general office coordination.

Working as part of a small team, you will contribute to with a variety of administrative and bookkeeping-related activities that help keep the business organized and operating efficiently. There may be opportunities for additional hours and expanded responsibilities in the future, depending on business needs and the successful candidate’s skills and interests.

Closing Date

January 24, 2027

Categories

Business, Finance and Administration

Employer

Yvette Hawkes
Business Services

Location

Downtown

Address

112 Market Avenue
Winnipeg, R3B 0P4

Job Type

Part-time

Education Level

College

Wage

$19.00 - $21.00

Duties

Key Responsibilities

Basic Bookkeeping, Payment Processing and Payroll

- Process accounts payable and accounts receivable.
- Enter supplier invoices and prepare payment information for approval.
- Record incoming client payments, including e-transfers and credit card transactions.
- Prepare customer statements and follow up on overdue accounts.
- Maintain accurate bookkeeping records in QuickBooks.
- Processing bank deposits as needed.
- Gather payroll information for processing through Payworks.
- Maintain employee payroll records.

Advertising and Client Administration

- Prepare and organize advertising contract paperwork.
- Enter advertising sales information into the company’s database and Excel spreadsheets.
- Maintain client records and filing systems.
- Provide general administrative support for client communications and inquiries.
- Coordinate magazine distribution to various locations and distribution partners.
- Maintain basic distribution records and assist with courier arrangements.
- Monitor incoming and outgoing mail.
- Coordinate courier pickups and deliveries as required.

General Office Administration

- Assist with ordering and maintaining office supplies.
- Maintain organized electronic and paper filing systems.
- Prepare routine correspondence, letters and client emails.
- Provide general support to ensure the smooth day-to-day operation of the office.

Qualification

Qualifications and Skills

- Previous experience in an administrative, clerical or office support position.
- Basic knowledge of bookkeeping and accounts payable/receivable.
- Experience using QuickBooks Online (QBO) and Payworks for payroll generation.
- Proficiency in Microsoft Office, particularly Excel and Word.
- Strong organizational skills and attention to detail.
- Good written and verbal communication skills.
- The ability to manage multiple tasks and prioritize work effectively.
- The ability to handle confidential information appropriately.