



# Office Administrator

Posted by Desire Truck repair and alignment Ltd

**Posting Date : 29-Apr-2025**

**Closing Date : 26-Oct-2025**

**Location : West St. Paul**

**Salary : \$26.92 Per Hour**

## Job Requirements

- **Education:** Secondary(High) School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5488288

## Job Description:

Office administrator  
Posted on by Desire Truck repair and alignment Ltd.

Job details  
Location: West St Paul, MB

## Salary

26.92 hourly / 40 hours per Week

## Terms of employment

Permanent employment

## Full time

Day, Evening, Morning, Weekend

Start date: Starts as soon as possible

Vacancies: 1 vacancy

## Overview

### Languages

English

## Education

Secondary (high) school graduation certificate

## Experience

1 year to less than 2 years

## Responsibilities

### Tasks

Review, evaluate and implement 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

Train staff

Oversee and co-ordinate office administrative procedures

## Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

## Personal suitability

Efficient interpersonal skills

Flexibility

Organized

Reliability

Ability to multitask

Time management

## Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Older workers, Veterans, Visible minorities, Youth

Who can apply to this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

How to apply

By email

[desiretruckrepair@outlook.com](mailto:desiretruckrepair@outlook.com)

**Posted On [Aboriginaljobsincanada.Com](http://Aboriginaljobsincanada.Com)**