

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 TimeJob 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

Posted On Aboriginaljobsincanada.Com