



office administrator

Posted by: Specular Immigration Services

Location: Winnipeg

Salary: \$30.15 Per Hour

Job Details

Job ID

NCJ2308583

Posting Date : 13-Nov-2024

Expiry Date : 12-May-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

Will train

On site

Work must be completed at the physical location. There is no option to work remotely.

Work Location: 14 Northridge Rd, Winnipeg, MB, CA, R3Y 0G5

Responsibilities

Tasks

Review and evaluate new administrative procedures
Delegate work to office support staff
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Assemble data and prepare periodic and special reports, manuals and correspondence
Perform data entry
Oversee and co-ordinate office administrative procedures

Benefits

Long term benefits

Maternity and parental benefits

Other benefits

Free parking available
Learning/training paid by employer
Other benefits
Paid time off (volunteering or personal days)

How to apply

By email

hrspectularimmigration@gmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
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To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: hrspectularimmigration@gmail.com

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