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# Office Administrator

**Posted by:** Desire Truck repair and alignment Ltd

**Location:** West St. Paul

**Salary:** \$26.92 Per Hour

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## Job Details

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**Job ID**

NCJ4814824

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

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**Expiry Date :** 26-Oct-2025

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**Education :** Secondary(High) School

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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)

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