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# Office Administrator

**Posted by:** Group 3 Plumbing Ltd

**Location:** Winnipeg

**Salary:** \$28.90 Per Hour

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## Job Details

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**Job ID**

NCJ4208799

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**Posting Date :** 29-Jan-2026

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**Expiry Date :** 28-Jul-2026

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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 January 21, 2026 by **Group 3 Plumbing Ltd.**

**Job details**

Location: Winnipeg, MB

Work location: On site

Salary: 28.90 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Morning, Day, Weekend

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

#### **On site**

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

#### **Responsibilities**

##### **Tasks**

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- Perform data entry
- Oversee and co-ordinate office administrative procedures

#### **Experience and specialization**

##### **Computer and technology knowledge**

- Electronic mail
- MS Office

#### **Additional information**

##### **Work conditions and physical capabilities**

- Fast-paced environment

- Tight deadlines
- Attention to detail

**Personal suitability**

- Efficient interpersonal skills
- Organized
- Reliability
- Ability to multitask
- Time management

**Who can apply for 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****Direct Apply**

By Direct Apply

Additional ways to apply

**By email**

[jobs.group3plumbing@gmail.com](mailto:jobs.group3plumbing@gmail.com)

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