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# Office Administrator

**Posted by:** S.A.T FREIGHT SYSTEMS LTD

**Location:** Winnipeg

**Salary:** \$28.90 Per Hour

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## Job Details

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**Job ID**

NCJ5155936

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**Posting Date :** 06-Mar-2026

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**Expiry Date :** 02-Sep-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 March 04, 2026 by **S.A.T FREIGHT SYSTEMS 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

Evening, 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
- Carry out administrative activities of establishment
- 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
- Work under pressure
- Tight deadlines
- Attention to detail

**Personal suitability**

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

**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**

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

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