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office administrator

Posted by: Specular Immigration Services

Posting date: 13-Nov-2024 **Closing date:** 12-May-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Winnipeg

Salary: \$30.15 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: RJ5988367

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

hsspecularimmigration@gmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
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