

# Office Administrator

**Posted By:** Mehreen Enterprises Ltd.

**Location:** Winnipeg

**Salary:** \$30.20 Per Hour

**JOB ID :** RJ5675769

**Posting Date :** 19-Mar-2026

**Expiry date :** 15-Sep-2026

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** Fresher (less than 1 year)

**Job Type :** Full Time

## Job Description

**Office Administrator** Verified

By Mehreen Enterprises Ltd.

**Job details**

Winnipeg, MB  
R2R 0M5

On site

30.20 hourly / 35 hours per week

Permanent employment  
Full time

Evening, Morning, Day

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### 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

Co-ordinate and plan for office services such as accommodation, relocation and travel

Perform data entry

Oversee and co-ordinate office administrative procedures  
Commission systems and components

## Additional information

### Personal suitability

Flexibility  
Organized  
Reliability  
Ability to multitask

## Who can apply for this job?

### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents
- other candidates, with or without a valid Canadian work p

## How to apply

### Direct Apply

By Direct Apply

### Additional ways to apply

#### By email

jagdeep7147@yahoo.com

#### What you must include in your application:

- Cover letter

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: [jagdeep7147@yahoo.com](mailto:jagdeep7147@yahoo.com)

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