



Office Administrator

Posted by **HIGHWAY MOTOR FREIGHT LTD.**

Posting Date : 05-Apr-2025

Closing Date : 02-Oct-2025

Location : Winnipeg

Salary : \$27 Per Hour

Job Requirements

- **Education:** Secondary(High) School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2115828

Job Description:

HIGHWAY MOTOR FREIGHT LTD.

Job details

Location:-Winnipeg, MB
R3C 2E6

Salary :-\$27.00 / hour

Vacancies:-1 vacancy

Employment groups: Students, Youth, Veterans of the Canadian Armed Forces,
Visible minorities, Indigenous people, Newcomers to Canada, Apprentices
Terms of employment Permanent employment, Full time 40 hours / week

Start date:- As soon as possible

Employment conditions: Overtime, Early morning, Morning, Day, Evening,
Weekend, Flexible hours

Job requirements

Languages
English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work Conditions and Physical Capabilities

Fast-paced environment, Tight deadlines, Attention to detail

Personal Suitability

Organized, Reliability, Effective interpersonal skills, Time management

Responsibilities

Tasks

Implement new administrative procedures

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

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Perform data entry

Oversee and co-ordinate office administrative procedures

Experience and specialization

Computer and technology knowledge

MS Office

MS Outlook
MS PowerPoint
MS Word

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

By email

highwaymotorfreight1064@yahoo.com

Posted on Disabled job Portal