



Office Administrator

Posted by Desire Truck repair and alignment Ltd

Posting Date : 29-Apr-2025

Closing Date : 26-Oct-2025

Location : West St. Paul

Salary : \$26.92 Per Hour

Job Requirements

- **Education:** Secondary(High) School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4902662

Job Description:

Office administrator
Posted on by Desire Truck repair and alignment Ltd.

Job details

Location: West St Paul, MB

Salary

26.92 hourly / 40 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening, Morning, Weekend

Start date: 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

Responsibilities

Tasks

Review, evaluate and implement 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, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Train staff

Oversee and co-ordinate office administrative procedures

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

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Older workers, Veterans, Visible minorities, Youth

Who can apply to 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

desiretruckrepair@outlook.com

Posted on Disabled job Portal