



## Office Administrator

Posted by S.A.T FREIGHT SYSTEMS LTD

Posting Date : 06-Mar-2026

Closing Date : 02-Sep-2026

Location : Winnipeg

Salary : \$28.90 Per Hour

### Job Requirements

- **Education:** Secondary(High) School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7602661

### 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)

**Posted on Disabled job Portal**