

# Office Administrator

**Posted By: HIGHWAY MOTOR FREIGHT LTD.**

**Location:** Winnipeg

**Salary:** \$27 Per Hour

**JOB ID :** RJ6963668

**Posting Date :** 05-Apr-2025

**Expiry date :** 02-Oct-2025

**Education :** Secondary(High) School

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## 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](mailto:highwaymotorfreight1064@yahoo.com)

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Posted on [refugeejobportal.com](http://refugeejobportal.com)