



## office administrator

**Posted by:** Specular Immigration Services

**Posting date:** 13-Nov-2024      **Closing date:** 12-May-2025

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

**Language:** English

**Job location:** Winnipeg

**Salary:** \$30.15 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1894705

## Job description:

### Overview

### Languages

English

### Education

Secondary (high) school graduation certificate  
or equivalent experience

## **Experience**

Will train

## **On site**

Work must be completed at the physical location. There is no option to work remotely.

Work Location: 14 Northridge Rd, Winnipeg, MB, CA, R3Y 0G5

## **Responsibilities**

### **Tasks**

- 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
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures

## **Benefits**

### **Long term benefits**

Maternity and parental benefits

### **Other benefits**

- Free parking available
- Learning/training paid by employer

Other benefits

Paid time off (volunteering or personal days)

## How to apply

### By email

[hrrspecularimmigration@gmail.com](mailto:hrrspecularimmigration@gmail.com)

### How-to-apply instructions

Here is 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: [hrrspecularimmigration@gmail.com](mailto:hrrspecularimmigration@gmail.com)

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