



## Office Administrator

**Posted by:** Group 3 Plumbing Ltd

**Posting date:** 29-Jan-2026      **Closing date:** 28-Jul-2026

**Education:** Secondary(High) School

**Language:** English

**Job location:** Winnipeg

**Salary:** \$28.90 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2648739

## Job description:

### Office administrator

Posted on January 21, 2026 by **Group 3 Plumbing 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

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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- 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
- Tight deadlines
- Attention to detail

#### **Personal suitability**

- Efficient interpersonal skills
- Organized
- Reliability
- Ability to multitask
- Time management

#### **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**

[jobs.group3plumbing@gmail.com](mailto:jobs.group3plumbing@gmail.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**