



Office Administrator

Posted by: Mehreen Enterprises Ltd.

Posting date: 19-Mar-2026 **Closing date:** 15-Sep-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Winnipeg

Salary: \$30.20 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ2903842

Job description:

Office Administrator

Verified

By Mehreen Enterprises Ltd.

Job details

Winnipeg, MB
R2R 0M5

On site

30.20 hourly / 35 hours per week

Permanent employment
Full time

Evening, Morning, Day

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

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
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Commission systems and components

Additional information

Personal suitability

- Flexibility
 - Organized
 - Reliability
 - Ability to multitask
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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

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: jagdeep7147@yahoo.com

Direct Apply

By Direct Apply
Posted on canadianjobportal.com

Additional ways to apply

By email

jagdeep7147@yahoo.com

What you must include in your application:

- Cover letter