



Office Administrator

Posted by Altoba Freight Systems Inc

Posting Date : 15-Aug-2025

Closing Date : 11-Feb-2026

Location : Winnipeg

Salary : \$26.60 Per Hour

Job Requirements

- **Education:** Secondary(High) School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ7489192

Job Description:

Office administrator

Posted on August 12, 2025 by ALTOBA FREIGHT SYSTEMS INC.

Job details

Location: Winnipeg, MB

Work location: On site

Salary
26.60 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
Delegate work to office support staff
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Oversee and co-ordinate office administrative procedures
Oversee payroll administration

Additional information
Work conditions and physical capabilities
Fast-paced environment
Tight deadlines
Attention to detail

Personal suitability
Efficient interpersonal skills
Flexibility
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

By email

altobafreightsystem@gmail.com

Posted On Aboriginaljobsincanada.Com