



# Office Administrator

Posted by S.A.T FREIGHT SYSTEMS LTD

**Posting Date : 06-Mar-2026**

**Closing Date : 02-Sep-2026**

**Location : Winnipeg**

**Salary : \$28.90 Per Hour**

## Job Requirements

- **Education:** Secondary(High) School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ2251440

## Job Description:

### Office administrator

Posted on March 04, 2026 by S.A.T FREIGHT SYSTEMS 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

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
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- 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
- Work under pressure
- Tight deadlines
- Attention to detail

## **Personal suitability**

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

## **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**

[satfreightssystemsltd@outlook.com](mailto:satfreightssystemsltd@outlook.com)

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