



Office Administrator

Posted by Mehreen Enterprises Ltd.

Posting Date : 19-Mar-2026

Closing Date : 15-Sep-2026

Location : Winnipeg

Salary : \$30.20 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3877335

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, forms, disposal

Perform data entry

Oversee and co-ordinate office administrative procedures

Commission systems and components

Additional information

Personal suitability

Flexibility

Organized

Reliability

Ability to multitask

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

jagdeep7147@yahoo.com

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: jagdeep7147@yahoo.com

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