

Company Name

RICHMOND SKIN & LASER CENTRE LTD

Company Address

KEEWATIN STREET
8-998
Winnipeg, Manitoba R2R 2V1
Canada

Job Title

Office Administrator

Job Description

Job details

- Location: Winnipeg, MB
- Salary: \$24.00 hourly for 40 hours per week
- Vacancies: 1 Vacancy
- Terms of employment: Permanent Full time
- Start date: As soon as possible
- Employment conditions: Day, Morning

Job requirements:

Languages: English

Education:

Secondary (high) school graduation certificate

Experience:

1 year to less than 2 years

Business Equipment and Computer Applications:

MS Excel; MS PowerPoint; MS Windows; MS Word; MS Office

Specific Skills:

Carry out administrative activities of establishment; Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation; Oversee and co-ordinate office administrative procedures; Review, evaluate and implement new administrative procedures; Establish work priorities and ensure procedures are followed and deadlines are met; Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services; Assist in the preparation of operating budget and maintain inventory and budgetary controls; Assemble data and prepare periodic and special reports, manuals and correspondence

Security and Safety:

Criminal record check

Work Conditions and Physical Capabilities:

Attention to detail; Tight deadlines

Ability to Supervise:

1 to 2 people

Personal Suitability:

Effective interpersonal skills; Flexibility; Excellent oral communication; Excellent written communication; Reliability; Organized

How to apply

By email:

richmondlaser1@gmail.com

Job location:
8-998 KEEWATIN STREET