



Office Administrator

Posted by: Altoba Freight Systems Inc

Posting date: 15-Aug-2025 **Closing date:** 11-Feb-2026

Education: Secondary(High) School

Language: English

Job location: Winnipeg

Salary: \$26.60 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2195416

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 [canadianjobportal.com](https://www.canadianjobportal.com)