



Office Administrator

Posted by: Group 3 Plumbing Ltd

Posting date: 29-Jan-2026 **Closing date:** 28-Jul-2026

Education: Secondary(High) School

Language: English

Job location: Winnipeg

Salary: \$28.90 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2648739

Job description:

Office administrator

Posted on January 21, 2026 by **Group 3 Plumbing 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

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
- Assist in the preparation of operating budget and maintain inventory and budgetary controls
- 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
- Tight deadlines
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- 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

Direct Apply

By Direct Apply

Additional ways to apply

By email

jobs.group3plumbing@gmail.com

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