Office Manager - Tartan Towing

Tartan Towing

Job ID
47537

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LOCATION	DATE POSTED	EXPIRY DATE
41 Higgins Ave, WINNIPEG, MB | Manitoba	22-08-2025	13-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $ 32.00/hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Tasks:
Review, evaluate and implement new administrative procedures
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Assist in the preparation of operating budget and maintain inventory and budgetary controls
Oversee and co-ordinate office administrative procedures

Supervision:
5-10 people

Computer and technology knowledge:
MS Excel
MS Office
MS Outlook
MS PowerPoint
MS Windows
MS Word
Project management software

Security and safety:
Basic security clearance

Transportation/travel information:
Valid driver's licence

Work conditions and physical capabilities:
Fast-paced environment
Work under pressure
Tight deadlines

Attention to detail

Personal suitability:
Efficient interpersonal skills
Excellent oral communication
Organized
Reliability

Screening questions:
Are you currently legally able to work in Canada?
Do you have previous experience in this field of employment?
What is the highest level of study you have completed?

Other benefits
Free parking available.

No of positions 1
Language: English
Education: Secondary/ High School
Send resumes at: gtatla@tartantowing.ca

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