



# Office Administrator

**Posted by: Group 3 Plumbing Ltd**

**Location: Winnipeg**

**Salary: \$28.90 Per Hour**

**Job ID:** YJ4022487

**Posting Date:** 29-Jan-2026

**Expiry Date:** 28-Jul-2026

**Education:** Secondary(High) School

**Language:** English

**Vacancies:** 1

**Experience:** 1 year

**Job Type:** Full Time

## 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](mailto:jobs.group3plumbing@gmail.com)

**Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)**