



Office Administrator

Posted by: S.A.T FREIGHT SYSTEMS LTD

Location: Winnipeg

Salary: \$28.90 Per Hour

Job ID: YJ2490452

Posting Date: 06-Mar-2026

Expiry Date: 02-Sep-2026

Education: Secondary(High) School

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

Office administrator

Posted on March 04, 2026 by **S.A.T FREIGHT SYSTEMS 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

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
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- 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
- Work under pressure
- Tight deadlines
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Adaptability

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

satfreightsystemsLtd@outlook.com

Posted on canadianyouthjobs.com