

Youth Careers Canada is committed to ensuring young people develop the knowledge, skills and capabilities to be successful in education, work and life. Find your dream career now at [YouthCareersCanada](https://youthcareerscanada.ca)

OFFICE MANAGER

Posted on September 2, 2024

Business Name: RG Roadways Ltd.

Job Expires: 2025-05-05

Salary: 26

Hours Per Week: 32

RG Roadways Ltd., located at Suite 318 - 2390 McPhillips Street, Winnipeg, Manitoba R2V 5A3 urgently requires one Permanent & Full Time Office Manager to join operations immediately. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Job Duties:

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures;
- Manage office work activities and delegate duties to employees as needed;
- Ensure deadlines are met and procedures are followed;
- Job prioritization, planning, and completion in timely manner;
- Develop organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling;
- Prepare log sheets of all drivers and prioritize work to meet schedules;
- Manage expenses, cost monitoring and plan monthly-annual budget etc;
- Assist in preparation of operating budget and maintain inventory and budgetary controls.

Wage: \$26/hour for 32 hours/week

Language: English

Minimum Education: Completion of secondary school is required.

Experience: Minimum one year of work experience in similar role is required.

How to apply: rgroadwaysltd@gmail.com

