Office administrator

Pineline Haulers

Job ID
9794

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LOCATION	DATE POSTED	EXPIRY DATE
3825 Hwy 101 W, Timmins, ON P4R 0E5, Timmins, ON| Ontario	03-06-2026	30-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 29	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Contact Name : Arshdeep Singh
Business Name : Pineline Haulers
Business Address : 3825 Hwy 101 W, Timmins, ON P4R 0E5, ON - Canada
Apply via email : pinelinehaulers@gmail.com

Term of employment : Permanent, full time

Wage : $29 per hour
Hours : 40 per week

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
Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Assist in the preparation of operating budget and maintain inventory and budgetary controls

Assemble data and prepare periodic and special reports, manuals and correspondence

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Monitor and evaluate

Additional information

Work conditions and physical capabilities

Attention to detail

Personal suitability

Efficient interpersonal skills

Organized

Reliability

Time management

Adaptability

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