



## OFFICE MANAGER

*Posted on September 2, 2024*

**Company Name:** RG Roadways Ltd.

**Job Expires:** 2025-05-05

**Hours Per Week:** 32

**Job Salary:** 26

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](mailto:rgroadwaysltd@gmail.com)

