

Office administrator

Pipeline Haulers

Job ID
9794

VIEW THIS JOB ONLINE: <https://www.youthjob.ca/jobs/9794>

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 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

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

Number of job vacancies

1

Job start date

As soon as possible

Contact : Arshdeep Singh

Email : pinelinehaulers@gmail.com

Downloaded from youthjob.ca on 04-08-2026