

Office Supervisor

Bright Link Immigration Services Ltd.

Job ID
50774

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LOCATION	DATE POSTED	EXPIRY DATE	
1483 Wellington Avenue, Winnipeg, MB Manitoba	16-07-2026	12-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Office Supervisor 1 Position available

Start date: As soon as possible

Office Desk Work

Flexible Shirts

Apply by email at Info@brightlinkimmigration.com or in person or by mail at 1483 Wellington Avenue, Winnipeg, MB

Job Description

Role and responsibilities are but not limited to:

Train workers in duties and policies

Prepare and submit reports

Ensure smooth operation of equipment

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Co-ordinate, assign and review work

Requisition or order materials, equipment and supplies

Arrange for maintenance and repair work

Co-ordinate activities with other work units or departments

Consult with clients after sale to provide ongoing support

Establish work schedules and procedures

Supervision:

5-10 people

Experience and specialization:

Computer and technology knowledge

MS Excel

MS Outlook

MS Word

Additional information:

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Personal suitability:

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Team player

Ability to multitask