



Ogoki Learning Inc. 1700 Ness Ave, Winnipeg, MB.

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## Office Administrator Job Description

**DATE:** February 18, 2021

**Term:** March 1, 2021 - March 1, 2022

**Duration:** 1 Year

**Hourly:** \$14.50

**Hours:** 9:00 - 17:00 CST

**Days:** Monday - Friday

**Company:** Ogoki Learning Inc. 1700 Ness Ave, Winnipeg, MB.

### About the Position

The position of Office Administrator will be to provide support and phone messaging, email correspondence and message taking for our employees working remotely. The successful candidate will also phone new clients to arrange conference calls and field questions relating to our company.

### Skill required:

Business Equipment and Computer Applications

- MS Excel
- MS Windows
- MS Word
- Electronic mail
- MS Office

### Specific Skills and responsibilities

- Carry out administrative tasks of the company
- Administer policies and procedures for new and existing clients.
- Oversee and coordinate office administrative procedures with our CRM software and website.
- Establish office and employee priorities and ensure procedures are followed and deadlines met.
- Assist and maintain inventory of equipment, invoices, notes and emails.
- Prepare reports for clients on the status of their projects.

### Work Conditions and Physical Capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail

### Work Environment:

You will be working from home or within a designated office in a shared work environment in Winnipeg, Manitoba. You will be provided with a company computer, phone and other filing equipment for your professional usage. Our office in Winnipeg will be available for conference calls on Monday and Wednesday.

### Skills and Qualifications:

- Bachelor's degree in office administration, industrial design, or business Administration, or equivalent experience.
- Highschool Graduate certificate or GED equivalent.

### About Ogoki Learning Inc.

[Ogoki Learning Inc. App Developers](#) creates interactive language apps for use in schools and at home learning. Our apps are used throughout North America in over 1,000 schools and classrooms. We have created over 190 Language Apps and games for iPhone, Android and Windows devices. We are the leading Language App technology company in North America.