



Title: Administrator, Wall Panels

Location: 67 Farmers Row (off Plessis Road). This location is not on a public transit route.

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Manager, Business Development, as the **Administrator, Wall Panels** you provide administrative and operational support across the division ensuring accurate and efficient flow of information and documentation throughout systems.

Your day-to-day responsibilities will include:

- Providing administrative and operational support across production, inventory, logistics, sales, and accounting functions.
- Reviewing and coordinating customer orders, project requirements, and related documentation to support accuracy and timely execution.
- Assisting with material planning, production scheduling and logistics coordination.
- Supporting inventory processes, including cycle counts, record accuracy, and communication of shortages or discrepancies.
- Supporting invoicing and sales administration by gathering documentation, confirming order details, and assisting with customer communications.
- Maintaining accurate records, production paperwork, order files, schedules, and other administrative documentation for the division.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High School Diploma or equivalent.
- Minimum 2 years of experience in an administrative support role.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours. Travel to sites and overtime may occasionally be required.

About Us

Star Building Materials is an independent, wholly owned division of Qualico. The company is a leading provider of building materials, trusses, ready to move homes, and cottage and garage packages operating under the Star Building Materials, Star Ready to Move Homes and Star Truss brands. With over 50 years of experience, Star Building Materials is committed to providing reliable and innovative products and services. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing date: August 25, 2026

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