


# Job posting details


Preview

## office administrative assistant


JOB POSTING ADVERTISED


Posted on August 05, 2022 by **A-one Driving Academy Ltd.**

 50 Milner Street  
Winnipeg, MB  
R2X 2X3

 \$23.50 / hour


 2 vacancies

 Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors

 Permanent employment, Full time  
35 to 40 hours / week

 As soon as possible

 Employment conditions: Early morning, Morning, Evening, Shift

 # 2138939

## Job requirements

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 to less than 7 months

### Personal Suitability

Ability to multitask, Accurate, Client focus, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Team player

### Area of Specialization

Correspondence, Reports and records, Contracts, Invoices, Manuscripts, publications or theses

## Computer and Technology Knowledge

MS Excel, MS Office, MS Word

## Tasks

Arrange and co-ordinate seminars, conferences, etc., Supervise other workers, Train other workers, Record and prepare minutes of meetings, seminars and conferences, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Arrange travel, related itineraries and make reservations, Greet people and direct them to contacts or service areas, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents

## Transportation/Travel Information

Public transportation is available

## Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Tight deadlines, Repetitive tasks, Attention to detail

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## Benefits:

### Other benefits

Free parking available, Team building opportunities

### Who can apply to this job?



#### Only apply to this job if:

- You are a Canadian citizen or a permanent resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## How to apply

### By email

[aonewpg@gmail.com](mailto:aonewpg@gmail.com)

## Advertised until

2022-09-04

**Date modified:**

2022-07-05