

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ADMINISTRATIVE SECRETARY 3
JOB NUMBER	3781
NUMBER OF POSITION/S	1
NOC CODE	1241
CLOSING DATE	2020-09-30
LOCATION	Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$19.78 - \$22.60
JOB TERMS	Full time
JOB DESCRIPTION	<ul style="list-style-type: none"> - Experience providing secretarial support in a busy, fast-paced office environment. - Excellent written communication skills for the purpose of drafting, reviewing, and editing correspondence, including letters, memos and reports. - Experience working with Microsoft Office Suite (Outlook, Word, and Excel). - Strong organizational and time-management skills to prioritize work to meet strict and sometimes competing deadlines. - Strong verbal communication skills to communicate clearly and professionally with a broad range of staff members, clients, and stakeholders. - Strong attention to detail to work efficiently with a high degree of accuracy. - Experience developing a records management system. - Excellent interpersonal skills, including the ability to build relationships and interact effectively with team members, clients, and the general public. - Ability to work independently with minimal supervision. - Experience handling sensitive material in a confidential and professional manner.
JOB DUTIES	This position is responsible for performing a wide range of secretarial, administrative and clerical tasks, including composing and editing correspondence, preparing reports, entering data into spreadsheets, accounts receivable administration, file management, and record keeping.
QUALIFICATIONS, REQUIREMENTS & SKILLS	Desired: <ul style="list-style-type: none"> - Experience interpreting and applying guidelines, policies, and procedures. - Post-secondary education / training in secretarial / clerical office administration.
PROVEIT BATCHES	Microsoft Office Suite
APPLICATION PROCESS	Send targeted resume Apply through your CC

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APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicated the job number and the title in your application.
JD	Norm Mayer