

Administrative Assistant

Agency Hertz Car Rental

Job Description

Looking for an Administrative Assistant who can schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Order office supplies and maintain inventory, Arrange travel, related itineraries and make reservations, Type and proofread correspondence, forms and other documents

Main Duties

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics and other information to support research activities
- May supervise and train office staff in procedures and in use of current software
- May organize conferences.

Employment requirements

- Completion of secondary school is usually required.
- Completion of a one- or two-year college or other program for administrative assistants or secretaries
or
Previous clerical experience is required.

Location: Winnipeg

Contact Email:

Shikha Rewari

shikha.rewari@hertz.com