

Job Ad- Administrative Assistant

Mander Interiors Inc of Winnipeg, Manitoba, is seeking an administrative assistant to join our team to support the growing demand of the business. We have immediate openings for the team-oriented individual.

Job Title: Administrative Assistant

NOC: 1241

Wage: \$22-\$26 per hour

Location(s) of work:

Various locations: on-site work;

Office: 130 Scott Street, Winnipeg, MB R3L 0K8

Language of work: English

Benefits:

- Casual Dress
- Flexible Schedule

Terms of Employment: full-time; permanent position; working hours: 35-40 hours per week

Schedule:

- Day shift
- Monday to Friday
- Weekends

Work Conditions and Physical Capabilities

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

Requirements:

1. Minimum two years of experience working in a similar role in the interior finish or construction industry;
2. Able to communicate clearly and effectively with customers and team members;
3. Completed minimum 2 years of post secondary education;
4. Client focus;
5. Strong problem-solving skills;
6. Work independently.
7. Valid driver's license

Other considerations:

- Additional language other than official languages is an asset;
- Mobility (with a vehicle) is an asset.

Duties and Responsibilities:

- Prepare, input, edit and proofread correspondence, invoices, reports and related material
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and externally
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Coordinate between employer and other employee through phone, texts, and emails
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- 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
- General office tasks including cleaning and organization

Address for resume by mail or in-person: 130 Scott Street, Winnipeg, MB R3L 0K8;

Email: contact@manderinteriors.com

Website: <http://manderinteriors.com>