

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

POSITION	OFFICE MANAGER
JOB NUMBER	4007
NUMBER OF POSITION/S	1
NOC CODE	0114
CLOSING DATE	2021-07-30
LOCATION	Winnipeg Beach, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	<p>The ideal candidate is attentive to requests and proactively makes sure everything is in order. They are a real go-getter, with strong organizational skills and a drive for taking ownership of tasks whether they be new or routine!</p> <p>This candidate is reliable and enjoys problem solving in unique and innovative ways. They are able to identify and recommend areas for improvement within the scope of their responsibilities. They find fulfillment in the important role of supporting our facility, culture and talented team.</p>
JOB DUTIES	<p>Managing administrative tasks for the office Communicating with clients and vendors Accounting Department Support (POs and AR) Supporting senior executives in organizing calendar, emails, and others tasks (reports, etc.) Scheduling, filing and scanning Culture and event planning</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Grade 12 with some post-secondary education relevant to office management Previous related experience in office management in a fast-paced office environment A minimum of two years experience in a similar role Impressive organizational and multi-tasking skills An eye for accuracy and detail High degree of proficiency with Google docs/sheets and webmail A flair for customer service Previous experience in a marketing firm is an asset, but not required</p>
OTHER DETAILS	If you are looking for a great place to work and learn, send us your resume

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OTHER DETAILS	and cover letter. In your cover letter, (briefly) outline the following 3 items (in 3 separate paragraphs please): 1. Relevant qualifications and work experience 2. Why you are a good match for this role 3. Your desired remuneration (ballpark and not just negotiable)
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Send your Career Coach a targeted resume and cover letter quoting job title and Job Number
JD	Chris Brown