

Job posting for Administrative Assistant (1732700)

1241 Administrative assistants

Preview

Administrative assistant

JOB POSTING ADVERTISED

Posted on June 10, 2021 by **SRR TRANSPORT**

10 Castlerock Cove
Steinbach, MB
R5G 2B1

\$ \$22.10 / hour

2 vacancies

Permanent employment, Full time
35 to 40 hours / week

As soon as possible

Employment conditions: Early morning, Morning, Day, Evening, To be determined

Job Bank # 1732700

Job requirements

Languages

English

Education

College/CEGEP

or equivalent experience

Experience

1 year to less than 2 years

Area of Specialization

Correspondence, Reports and records, Invoices

Business Equipment and Computer Applications

MS Excel, MS Office, MS Word, MS Windows

Specific Skills

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, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Arrange travel, related itineraries and make reservations, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

How to apply

By email

srrtransportjobs@gmail.com

Advertised until

2021-07-10

