


Job posting details


Preview

office administrative assistant


JOB POSTING ADVERTISED


Posted on September 20, 2022 by **SRR TRANSPORT**

 Steinbach, MB
R5G 0B8

 \$23.50 / hour


 2 vacancies

 Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors

 Permanent employment, Full time
35 to 40 hours / week

 As soon as possible

 Employment conditions: Early morning, Morning, Evening, Shift

 # 2117526

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

Personal suitability

Ability to multitask, Accurate, Client focus, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Team player

Area of specialization

Correspondence, Reports and records, Contracts, Invoices, Manuscripts, publications or theses

Computer and technology knowledge

MS Excel, MS Office, MS Word

Tasks

Arrange and co-ordinate seminars, conferences, etc., Supervise other workers, Train other workers, 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, Compile data, statistics and other information, Order office supplies and maintain inventory, Arrange travel, related itineraries and make reservations, Greet people and direct them to contacts or service areas, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information, Set up and maintain manual and computerized information filing systems, Type and proofread correspondence, forms and other documents

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

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

Benefits:

Other benefits

Free parking available, Team building opportunities

Who can apply to this job?



The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

srrtransportjobs@gmail.com

Advertised until

2022-10-20

Date modified:

2022-08-15