



trading under 7155248 Manitoba Ltd.

Position: Administrative assistant

Job details

- Location: 10 Castlerock Cove, Steinbach, MBR5G 2B1
- Salary: \$22.10 / hour
- Vacancies: 2 vacancies
- Terms of employment: Permanent employment, Full time 35 to 40 hours / week
- Start date: As soon as possible
- Employment conditions: Early morning, Morning, Day, Evening, To be determined

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



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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