



Our client, located in St. Boniface, is looking for an Administrative Assistant/Receptionist to start as soon as possible.

This non-profit organization does help newcomers settle into Canada. Perfect for the community-minded individual!

Job title: Administrative Assistant/Receptionist

Details: Full time (35h/week), 8:30-4:30 with lunch hour closed, benefits from day 1, vacation

Place of work: Winnipeg - St. Boniface

Starting date: As soon as possible

### **What You'll Do:**

- Respond to inquiries in person and over the phone, forwarding calls as needed
- Keep informed about programs, projects, and activities to ensure the right information is given
- Send and receive mail, emails, faxes, packages, etc
- Coordinate activities related to transportation
- Greet visitors and direct them to the appropriate location
- Make photocopies for customers
- Update and create profiles in the database as required
- Have the ability to lift and move objects weighing up to 30 pounds as needed
- Book and prepare the meeting rooms, write and distribute meeting minutes
- Other duties as assigned

### **Who We're Looking for:**

- High School Diploma or equivalent
- 2+ years' experience similar experience, customer service experience an asset
- Interest in immigration and is sensitive to cultural differences
- Able to accurate type 40 WPM or more
- Can work independently with little supervision
- Great interpersonal skills
- Hold a valid driver's license and has access to a vehicle
- Must be completely fluent in French – verbal, oral, written

If you fit the bill, we'd love to hear from you! Please email a resume to [anelle.mclaughlin@staffmax.com](mailto:anelle.mclaughlin@staffmax.com) and quote the job in the subject line.

We thank all who apply, however only those who meet the criteria will be contacted for an interview.