



Administrative Assistant

Description

We are seeking a proactive and detail-oriented Administrative Assistant to join our team. As an Administrative Assistant, you will play a key role in supporting the smooth and efficient operation of our office.

Duties

1. Provide administrative support to ensure efficient office operations, including managing correspondence, organizing files, and scheduling appointments.
2. Greet and assist visitors, answer phone calls, and respond to inquiries in a professional and courteous manner.
3. Coordinate meetings and conferences, including arranging venues, preparing agendas, and distributing materials.
4. Assist with travel arrangements and accommodations for staff members, including booking flights, hotels, and transportation.
5. Prepare and maintain documents, spreadsheets, and presentations using Microsoft Office or similar software.
6. Assist with inventory management, including ordering office supplies and maintaining stock levels.
7. Assist with basic accounting tasks, such as processing invoices, expense reports, and petty cash transactions.
8. Assist with HR-related tasks, including maintaining employee records, processing

Closing Date

March 31, 2024

Categories

Business, Finance and Administration

Employer

Black River Logistics Ltd.

Location

Inkster

Address

71 clover dr Winnipeg, R0h 1E0

Job Type

Full-time

Education Level

High School

Wage

\$16.00 - \$25.00

paperwork, and coordinating employee events.

9. Perform general clerical duties, such as photocopying, scanning, and filing documents.
10. Collaborate with team members to ensure deadlines are met and tasks are completed accurately and on time.

Qualification

1. Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
2. Experience is preferred but not required.
3. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
4. Strong attention to detail and accuracy in data entry and document preparation.
5. Excellent communication skills, both written and verbal.
6. Ability to work independently with minimal supervision and as part of a team.
7. Discretion and confidentiality when handling sensitive information.
8. Ability to adapt to changing priorities and work in a fast-paced environment.
9. High school diploma or equivalent; additional qualifications in Office Administration or related field are a plus.

Email

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Phone

(431) 792-7479