



Administrative Assistant

Description

We, **AnMatt Immigration Consulting Inc o/a AnMatt Consulting** are looking for a Full-Time & Permanent **Administrative Assistant** (We can consider Part-time as well as Full-time applicants)

Employer: AnMatt Immigration Consulting Inc o/a AnMatt Consulting

Title: Administrative Assistant

Work Location: #420-5 Donald St, Winnipeg, Manitoba, MB R3L2T4

Work Settings: Consulting Firm

Wage: \$22.86/hr based on 30-36 hrs/wk

Overtime: Overtime will be paid after 8hrs/day, and 40hrs/wk

Benefits: 4% paid vacation, Dental, Health Care, and Vision plans, Paramedical services coverage

Education: Completion of secondary school

Experience: 1-2 years of work experience or equivalent education in a related field

Terms of Employment: Permanent, Full-time

Position Available: 1

Language: English

Job Description:

- Answer telephone and electronic inquiries and relay phone calls and messages
- Schedule, arrange and confirm appointments and meetings of employer
- Communicate with clients who come with business purposes and direct to appropriate staff
- Receive, open, correspond incoming mail
- Set up and maintain manual and computerized information filing systems
- Provide and assist office support to other workers

Closing Date

April 7, 2024

Categories

Business, Finance and Administration

Employer

AnMatt Immigration Consulting Inc o/a AnMatt Consulting

Location

Downtown

Address

#420-5 Donald St,
Winnipeg, Manitoba,
MB, R3L2T4

Job Type

Full-time

Education Level

High School

Email

info@anmatt.ca

Others

We welcome applications from underrepresented groups such as Indigenous peoples, New Immigrants, Youth etc.

Candidates legally entitled to work in Canada can apply.

How to apply

Email: info@anmatt.ca

Mail: #420-5 Donald St, Winnipeg, Manitoba, MB R3L2T4