



Administrative Assistant

Description

Administrative assistant

Duties

Tasks

- Plan and control budget and expenditures
- Supervise other workers
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Advise senior management
- 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
- Recruit and hire workers and carry out related staffing actions
- Recruit and hire staff
- Perform basic bookkeeping tasks

Qualification

Closing Date

July 31, 2024

Categories

Business, Finance and Administration

Employer

SNIS EXPRESS LOGISTICS LTD.

Location

Downtown

Address

995 McPhillips Street Suite 5
Winnipeg, R2X2K3

Job Type

Full-time

Education Level

High School

Wage

\$24.00 - \$24.00

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS Windows
- MS Word
- MS Office

Email

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