



Administrative Assistant

Description

Administrative assistant

Duties

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Supervise other workers
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Advise senior management
- Order office supplies and maintain inventory
- Organize and administer staff consultation and grievance procedures
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas

Closing Date

October 25, 2024

Categories

Business, Finance and Administration

Employer

AB Community Services Inc

Location

Seven Oaks

Address

39 Mike Ruta Ct Winnipeg, R2P 1L7

Job Type

Permanent

Education Level

High School

Wage

\$24.00 - \$25.00

- Open and distribute regular and electronic incoming mail and other material and coordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Provide customer service
- Maintain and manage digital database
- Supervise office and volunteer staff

Qualification

Secondary (high) school graduation certificate

Email

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Phone

(204) 798-4966