



Administrative Assistant

Description

We are hiring an office administrative assistant to support other employees and coordinate business communication. The key duties include directing phone calls, responding to inquiries, and managing meeting schedules.

Duties

Record and prepare minutes of meetings, seminars and conferences
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
Arrange travel, related itineraries and make reservations
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
Perform data entry
Provide customer service
Consult with clients after sale to provide ongoing support

Work conditions and physical capabilities
Ability to work independently

Closing Date

June 30, 2024

Categories

Business, Finance
and Administration

Employer

3271588 MANITOBA
LTD.

Location

Point Douglas

Address

25 Higgins Avenue
Winnipeg, R3B 0A3

Job Type

Permanent

Education Level

College

Wage

\$23.00 - \$23.00

Fast-paced environment
Attention to detail
Repetitive tasks
Work with minimal supervision

Personal suitability
Ability to multitask
Organized
Team player
Accurate
Reliability

Qualification

Overview
Languages
English

Education
College/CEGEP
or equivalent experience

Experience
2 years to less than 3 years