



# Administrative assistant

## Description

An Administrative Assistant plays a crucial role in facilitating smooth and efficient operations within an organization by providing administrative support, managing communication, and assisting with various tasks as needed. Strong organizational, communication, and multitasking skills are essential for success in this role.

## Duties

## Responsibilities

## Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Supervise other workers
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Arrange travel, related itineraries and make reservations
- Provide customer service

## Qualification

## Languages

English

## Education

## Closing Date

May 25, 2024

## Categories

Business, Finance  
and Administration

## Employer

508 Sherbrook Lodge  
Inc.

## Location

Downtown

## Address

508 Sherbrook Street  
Winnipeg, R3B 2W8

## Job Type

Permanent

## Education Level

College

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Experience**

1 year to less than 2 years