



Administrative Assistant

Description

Languages

English

Education

- 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

Responsibilities

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

Closing Date

November 30, 2024

Categories

Business, Finance and Administration

Employer

AB Community Services Inc.

Location

Assiniboine South

Address

unit 5 - 39 Mike Ruta Crt
winnipeg, R2P 1L7

Job Type

Full-time

Education Level

High School

Email

jobwinnipeg09@gmail.com

- 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 staff consultation and grievance procedures
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas
- 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