



# Administrative assistant

## Description

### Languages

English

### Education

- Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Responsibilities

#### Tasks

- Plan and control budget and expenditures
- Assign, co-ordinate and review projects and programs
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Advise senior management
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Recruit and hire staff
- Maintain and manage digital database

### Benefits

## Closing Date

November 30, 2024

## Categories

Business, Finance and Administration

## Employer

7342536 Manitoba Inc.

## Location

Assiniboine South

## Address

53 ANGELA EVERTS DRIVE Winnipeg, R3W 0J3

## Job Type

Permanent

## Education Level

High School

**Other benefits**

- Free parking available