



Administrative Assistant

Description

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Tasks

- Coordinate the flow of information within the team
- Direct and control daily operations
- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Plan and organize daily operations
- Establish and implement policies and procedures
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences

Closing Date

June 18, 2024

Categories

Business, Finance and Administration

Employer

FAST FLEET SOLUTIONS LTD.

Location

Inkster

Address

1870 King Edward Street Winnipeg, R2R 0Z9

Job Type

Full-time

Education Level

High School

Email

- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Order office supplies and maintain inventory
- 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 co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents
- Provide customer service

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks

Personal suitability

- Ability to multitask
- Excellent oral communication
- Team player
- Reliability
- Accountability
- Dependability

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

fastfleetjobs@gmail.com

By mail

1870 KING EDWARD STREET WINNIPEG, MBR2R 0Z9

In person

1870 KING EDWARD STREET WINNIPEG, MBR2R
0Z9 Between 10:00 AM and 06:30 PM