



Administrative Assistant

Description

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks

Closing Date

July 26, 2024

Categories

Business, Finance and Administration

Employer

Skyliner Immigration Services inc.

Location

Seven Oaks

Address

636 Leila Ave Winnipeg, R2V 3N7

Job Type

Full-time

Education Level

College

Email

info@skylinerimmigration.com

- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Adobe Acrobat Reader

Additional information

Work conditions and physical capabilities

- Ability to work independently
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

Benefits

Financial benefits

- Bonus

Other benefits

- Free parking available
- Learning/training paid by employer
- Paid time off (volunteering or personal days)

Qualification

Languages

English

Education

- College, CEGEP or other non-university certificate or diploma from a program of 1

- year to 2 years
- or equivalent experience

Experience

7 months to less than 1 year

Work setting

- Consulting firm