



## Administrative Assistant

### Description

We, **AnMatt Immigration Consulting Inc o/a AnMatt Consulting** are looking for a Full-Time & Permanent **Administrative Assistant** (We can consider Part-time as well as Full-time applicants) **Employer:** AnMatt Immigration Consulting Inc o/a AnMatt Consulting **Title:** Administrative Assistant **Work Location:** #420-5 Donald St, Winnipeg, Manitoba, MB R3L2T4 **Work Settings:** Consulting Firm **Wage:** \$22.86/hr based on 30-36 hrs/wk **Overtime:** Overtime will be paid after 8hrs/day, or 40hrs/wk **Benefits:** 4% paid vacation, Dental, Health Care, and Vision plans, Paramedical services coverage **Education:** Completion of secondary school **Experience:** 1-2 years of work experience or equivalent education in a related field **Terms of Employment:** Permanent, Full-time **Position Available:** 1 **Language:** English **Job Description:** - Answer telephone and electronic inquiries and relay phone calls and messages - Schedule, arrange and confirm appointments and meetings of employer - Communicate with clients who come with business purposes and direct to appropriate staff - Receive, open, correspond incoming mail - Set up and maintain manual and computerized information filing systems - Provide and assist office support to other workers **Others** We welcome applications from underrepresented groups such as Indigenous people, New Immigrants, Youths, Refugees, Elders, and Asylum Seekers, etc. Candidates legally entitled to work in Canada can apply. **How to apply Email:** info@anmatt.ca **Mail:** #420-5 Donald St, Winnipeg, Manitoba, MB R3L2T4

### Closing Date

August 3, 2024

### Categories

Business, Finance and Administration

### Employer

AnMatt Immigration Consulting Inc o/a AnMatt Consulting

### Location

Downtown

### Address

#420-5 Donald St,  
Winnipeg, Manitoba,,  
R3L2T4

### Job Type

Full-time

### Education Level

High School

