



# Administrative Assistant

## Description

1. 1 vacancy
2. Overview
3. Languages: English
4. Education: Secondary (high) school graduation certificate
5. Experience: 1 year to less than 2 years
6. Responsibilities
7. Tasks
  - Plan and control budget and expenditures
  - Establish and implement policies and procedures
  - Record and prepare minutes of meetings, seminars and conferences
  - Schedule and confirm appointments
  - Manage contracts
  - Manage training and development strategies
  - Answer telephone and relay telephone calls and messages
  - Oversee payroll administration
  - Recruit and hire staff
  - Supervision; 5-10 people
8. Experience and specialization
9. Computer and technology knowledge
  - MS Excel
  - MS PowerPoint
  - MS Word
  - Adobe Photoshop
  - MS Office
  - Area of specialization
  - Financial statements
  - Invoices

## Closing Date

December 31, 2024

## Categories

Business, Finance and Administration

## Employer

Gurprahb Tax and Accounting Services

## Location

Seven Oaks

## Address

39 Mike Ruta Ct Winnipeg, R2P 1L7

## Job Type

Full-time

## Education Level

High School

## Email

jobwinnipeg09@gmail.com

- Business process management

10. Additional information

11. Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large caseload
- Personal suitability
- Ability to multitask
- Excellent oral communication
- Flexibility
- Judgement
- Team player
- Accurate
- Time management
- Adaptability
- Accountability
- Due diligence
- Quick learner

12. Benefits

13. Other benefits

14. Free parking available

15. Parking available

## **Qualification**

Financial statements

Invoices

Business process management