



Administrative Assistant - NOC: 13110

Description

1. We are looking for a detail-oriented and proactive Administrative Assistant to join our team at Hashemee Group Corporation. The ideal candidate will provide essential administrative support to ensure the smooth and efficient operation of our office.
2. **Benefits:**
 - Competitive Salary
 - Opportunities for professional development and growth within the company
 - Supportive and collaborative work environment
1. **Pay:** 16 CAD per hour
2. **Vacancies:** 01
3. **Address:** 653 Corydon Avenue Winnipeg, MB R3M 0W3
4. **How to Apply:** If you are passionate about the restaurant industry and have the skills and experience, we are looking for, we would love to hear from you! Please submit your resume and a cover letter detailing your relevant experience and why you would be a great fit for this role to careercalzone@gmail.com.
5. Join the Mr. Calzone team and be a part of our exciting journey to deliver delicious food and outstanding service to our valued customers.

Duties

Responsibilities:

Closing Date

July 1, 2025

Categories

Business, Finance and Administration

Employer

Hashemee Group Corporation

Location

Downtown

Address

653 Corydon Avenue
Winnipeg, R3M 0W3

Job Type

Full-time

Education Level

High School

Email

careercalzone@gmail.com

- Coordinate the flow of information within the team.
- Direct and control daily operations.
- Supervise and direct staff.
- Evaluate and monitor daily operations.
- Motivate and support staff.
- Plan and manage budget and expenditures.
- Organize and oversee daily operations.
- Train and develop staff.
- Plan, develop, and implement recruitment strategies.
- Schedule and confirm appointments.
- Manage contracts and agreements.
- Oversee training and development strategies.
- Answer and relay telephone calls and messages.
- Respond to electronic inquiries.
- Oversee payroll administration.
- Set up and maintain manual and computerized filing systems.
- Perform data entry tasks.
- Provide excellent customer service.
- Collaborate with the marketing department to communicate marketing messages.
- Recruit and hire staff.
- Conduct performance reviews.

Qualification

Requirements:

- Previous experience as an administrative assistant is not required but is considered as an asset.
- Proficiency in Microsoft Office Suite and office management software
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Attention to detail and problem-solving skills