



# Administrative Assistant

## Description

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They are employed throughout the private and public sectors.

## Duties

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics and other information to support research activities

## Closing Date

December 31, 2024

## Categories

Business, Finance and Administration

## Employer

10015379 Manitoba Ltd.

## Location

Assiniboine South

## Address

2365A Ness Ave  
winnipeg, R3J 1A5

## Job Type

Full-time

## Education Level

College

## Wage

\$20.00 - \$24.00

- May supervise and train office staff in procedures and in use of current software
- May organize conferences.

## **Qualification**

- Completion of secondary school is usually required.
- Completion of a one- or two-year college or other program for administrative assistants or secretaries or previous clerical experience is required.

## **Email**

info10015379@gmail.com

## **Phone**

(204) 474-2288