



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

- Making travel and meeting arrangements
- Preparing reports and maintaining appropriate filing systems
- Providing administrative support to management, employees and in some cases, clients and visitors
- Handling office ad-hoc duties such as answering phones, organizing files, drafting letters and scheduling meetings
- Maintaining databases and tracking important deadlines

Qualification

At least two years work experience

Closing Date

December 31, 2024

Categories

Business, Finance and Administration

Employer

Park Street Enterprises

Location

Assiniboine South

Address

1485 Portage Ave
winnipeg, R3G0W4

Job Type

Full-time

Education Level

College

Wage

\$20.00 - \$24.00

Email

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Phone

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