



administrative assistant

Description

Provides administrative support to ensure efficient office operations. Maintains physical and digital filing systems. Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.

Duties

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and organize daily operations
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Advise senior management
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks

Qualification

Computer and technology knowledge

- Google Docs
- MS Excel
- MS Windows
- MS Word
- Social Media

Closing Date

October 29, 2025

Categories

Business, Finance
and Administration

Employer

Richmond Montessori
School Inc

Location

Assiniboine South

Address

Unit - B 1450 Taylor
Ave Winnipeg,
Manitoba R3N 1Y6
Winnipeg - MB, R3N
1Y6

Job Type

Full-time

Education Level

College

Additional information

Security and safety

- Criminal record check
- Vulnerable sector check
- Child Abuse Registry check

Wage

\$24.00 - \$26.00