



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

- Plan and control budget and expenditures
- Supervise other workers
- Schedule and confirm appointments
- Answer electronic enquiries
- Respond to employee questions and complaints
- Oversee payroll administration
- Provide customer service

Qualification

Languages

English

Education

- Secondary (high) school graduation certificate
- or equivalent experience

Experience

3 years to less than 5 years

Closing Date

November 30, 2025

Categories

Business, Finance
and Administration

Employer

Junction 59
Roadhouse

Location

Assiniboine South

Address

1615 Regent Ave
Winnipeg - MB, R2C
5C6

Job Type

Full-time

Education Level

College

Wage

\$18.00 - \$25.00