



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

- Assist with staff consultation and grievance procedures
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Evaluate daily operations
- Plan and organize daily operations
- Record and prepare minutes of meetings, seminars and conferences
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Order office supplies and maintain inventory
- Provide customer service

Qualification

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS Windows
- MS Word

Additional information
Personal suitability

Closing Date

November 30, 2025

Categories

Business, Finance
and Administration

Employer

Wright 1 Care Inc.

Location

Assiniboine South

Address

106-1100 Fife St
Winnipeg, MB R2X
3A5 Winnipeg - MB,
R2X 3A5

Job Type

Full-time

Education Level

Bachelor

Wage

- Ability to multitask
- Flexibility
- Organized
- Team player
- Reliability
- Dependability

\$23.00 - \$25.00