



Administrative assistant

Description

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.

Duties

Arrange and co-ordinate seminars, conferences, etc.
Assist with staff consultation and grievance procedures
Coordinate the activities of the HR department in order to ensure they meet the organization's goals
Train staff
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Oversee the preparation of reports
Arrange travel, related itineraries and make reservations

Qualification

Languages

- English

Education

- College, CEGEP or other non-university certificate or diploma from a program of 1

Closing Date

November 30, 2025

Categories

Business, Finance and Administration

Employer

Great White Shark Enterprises LP

Location

Assiniboine South

Address

233 Hargrave street
Winnipeg Winnipeg - MB,
R3C 0P1

Job Type

Full-time

Education Level

College

Wage

year to 2 years

\$17.00 - \$24.00

Experience

Email

- 2-3 years work experience

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