



## Administrative assistant

### Description

Employment Details:  
Full Time, Permanent  
Wage: 23.00 hourly / 35.00 to 40.00 hours per Week  
Day, Evening, Morning  
Start date: as soon as possible  
vacancies: 1 vacancy

### Duties

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Provide customer service

### Qualification

Languages

- English

Education

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

### Closing Date

January 21, 2025

### Categories

Business, Finance and Administration

### Employer

Canadian Pathway  
Immigration Services (CPIS)  
Inc.

### Location

Assiniboine South

### Address

1176 Pembina Hwy  
Winnipeg, R3T 2A4

### Job Type

Full-time

### Education Level

College

### Email

year to 2 years

receptionatcpis@gmail.com

#### Experience

- 1 year to less than 2 years

#### On site

- Work must be completed at the physical location. There is no option to work remotely.

#### Additional information

##### Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

#### Personal suitability

- Ability to multitask
- Flexibility
- Organized
- Team player
- Accurate
- Time management
- Adaptability