



## Administrative Assistant (NOC: 13110)

### Description

At Nand Finishing, we specialize in delivering exceptional finish carpentry services throughout Winnipeg. With a keen eye for detail and a commitment to quality, we provide expert installation for a wide range of residential and commercial projects. Our services include flooring, baseboard, wall capping, hand railing, internal doors, window casings, entertainment units, kitchens, and more. As a dedicated team of professionals, we take pride in transforming spaces with precision and craftsmanship, ensuring that every project meets our high standards.

The Administrative Assistant will play a key role in supporting the organization by performing various administrative tasks to ensure smooth operations. This includes handling communications, organizing appointments, preparing and editing documents such as reports, invoices, and presentations, and managing office records. Additional responsibilities include answering calls and emails, ordering supplies, coordinating meetings, and maintaining filing systems.

### Duties

- Coordinate internal and external communication to ensure smooth information flow.
- Manage and schedule meetings, appointments, and travel arrangements.
- Maintain accurate records, filing systems, and databases.

### Closing Date

December 7, 2025

### Categories

Management

### Employer

Nand Finishing

### Location

Downtown

### Address

1681 Dublin Ave Winnipeg,  
R3H 0H2

### Job Type

Full-time

### Education Level

High School

### Email

nandfinishing7@gmail.com

- Handle incoming phone calls, emails, and inquiries, directing them to the appropriate departments.
- Administer payroll, track attendance, and maintain employee records.
- Monitor and evaluate daily office operations to ensure efficiency and resolve issues.
- Manage contracts, agreements, and other office-related documents.
- Order office supplies and maintain inventory levels.
- Support the team by handling confidential information and ensuring adherence to office procedures.
- Prepare and distribute meeting agendas and take minutes during meetings.
- Assist in organizing company events.

## **Qualification**

- Strong communication and interpersonal skills.
- Proficient in Microsoft Office Suite and office management software.
- Exceptional organizational skills with the ability to manage multiple tasks simultaneously.
- Attention to detail with excellent problem-solving capabilities.
- Ability to handle confidential information with discretion.
- Previous experience as an administrative assistant is an asset, though not required.
- Ability to work independently and as part of a team.
- Strong time management skills and ability to prioritize tasks effectively.

Languages: English

Competitive hourly wage with opportunities for advancement.

Benefits: Free Parking

Pay: 25.50 CAD/hour

Job Type: Full time and Permanent

Address: 1681 Dublin Ave, Winnipeg, MB, R3H 0H2

Vacancies: 01

