



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

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and control budget and expenditures
- Supervise other workers
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Arrange travel, related itineraries and make reservations
- Provide customer service

Closing Date

December 31, 2026

Categories

Business, Finance
and Administration

Employer

508 Sherbrook Lodge
Inc.

Location

Assiniboine South

Address

508 sherbrook st.
Winnipeg - MB,
R3B2W8

Job Type

Full-time

Education Level

College

Wage

\$24.00 - \$24.00