



## administrative assistant

### Description

Answers the telephone, schedules meetings, and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.

### Duties

- Arrange and co-ordinate seminars, conferences, etc.
- Assist with staff consultation and grievance procedures
- Open and distribute mail and other materials
- Plan and organize daily operations
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Respond to employee questions and complaints

### Closing Date

December 31, 2026

### Categories

Business, Finance and Administration

### Employer

Keewatin House Lodge(winnipeg) Inc.

### Location

Assiniboine South

### Address

86 Keewatin Street  
Winnipeg - MB, R3E  
3C6

### Job Type

Full-time

### Education Level

College

### Wage

\$24.00 - \$24.00