



## Administrative Assistant

### Description

Determine and establish office procedures and routines  
Schedule and confirm appointments  
Answer telephone and relay telephone calls and messages  
Answer electronic enquiries  
Compile data, statistics and other information  
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

### Closing Date

March 7, 2025

### Categories

Business, Finance and Administration

### Employer

INS Transport LTD

### Location

Rural

### Address

325 Eagle Dr Rural  
Municipality of Rosser,  
Manitoba, R0H 1E0

### Job Type

Permanent

### Education Level

High School

### Wage

\$23.63 - \$23.63

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