



Administrative Assistant

Description

Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
Schedule and confirm appointments and meetings of employer
Order office supplies and maintain inventory
Answer telephone and electronic enquiries and relay telephone calls and messages
Set up and maintain manual and computerized information filing systems
Determine and establish office procedures
Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
Record and prepare minutes of meetings
Arrange travel schedules and make reservations
May compile data, statistics and other information to support research activities
May supervise and train office staff in procedures and in use of current software
May organize conferences.

No. of positions- 1
Education: Secondary/High School
Language :English
Experience : 1 to less than 7 months

Closing Date

March 10, 2025

Categories

Business, Finance
and Administration

Employer

HMT Courier Ltd.

Location

Rural

Address

44 PRELEST PL
WINNIPEG, Manitoba,
R2P 2R3

Job Type

Permanent

Education Level

High School

Wage

\$25.10 - \$25.10

