



Administrative Assistant (NOC: 13110)

Description

The Administrative Assistant will provide essential support to the organization, handling day-to-day administrative tasks to ensure efficient operations. This role involves a variety of duties, including managing communications, scheduling, maintaining records, and assisting staff. The ideal candidate will be organized, proactive, and capable of multitasking in a fast-paced environment.

Responsibilities:

- Coordinate the flow of information within the team.
- Direct and control daily operations.
- Evaluate and monitor daily operations.
- Plan, develop, and implement recruitment strategies.
- Schedule and confirm appointments.
- Manage contracts and agreements.
- Respond to electronic inquiries.
- Oversee payroll administration and record keeping.

Qualification

- Previous experience as an administrative assistant is not required but is considered as an asset.
- Proficiency in Microsoft Office Suite and office management software
- Excellent communication and interpersonal skills

Closing Date

March 3, 2026

Categories

Rural Opportunities

Employer

Grundy Roofing

Location

Rural

Address

31105 Road 40 North
Blumenort Blumenort,
R0A 0C1

Job Type

Full-time

Education Level

High School

Email

grundyroofing@gmail.com

- Strong organizational and multitasking abilities
- Attention to detail and problem-solving skills
- Ability to handle confidential information with discretion

Languages: English

Competitive hourly wage with opportunities for advancement.

Benefits: Free Parking

Pay: 19.00 CAD/hour

Job Type: Full time and Permanent

Address: 31105 Road 40 North Blumenort,
Manitoba R0A 0C1

Vacancies: 01