



Administrative Assistant

Description

The Administrative Coordinator will be responsible for overseeing and supporting daily office operations to ensure organizational efficiency. This role involves coordinating meetings and events, managing communication, assisting with HR and policy administration, and handling clerical and administrative tasks. The position requires strong organizational skills, attention to detail, and the ability to work independently in a fast-paced environment.

Duties

- Arrange and coordinate seminars, conferences, and travel plans
- Manage daily operations and evaluate office efficiency
- Coordinate HR activities to align with company goals
- Handle office communications including calls, emails, and mail
- Order and manage office supplies and maintain inventory
- Establish and implement administrative policies and procedures
- Perform data entry and maintain accurate records
- Motivate staff and support internal communications

Closing Date

August 31, 2026

Categories

Business, Finance
and Administration

Employer

Santa Lucia
Pizza(Winnipeg) LTD

Location

St. Boniface

Address

4 St. Mary's Road
Winnipeg, MB, R2H
1H1

Job Type

Full-time

Education Level

College

Wage

- Consult with clients post-sale to provide ongoing support
- Manage contracts and vendor communications

\$18.00 - \$30.00

Qualification

- **Education:** College diploma (College/CEGEP)
- **Experience:** 2 years to less than 3 years in administrative or coordination roles
- **Language:** English
- **Skills & Attributes:**
 - Excellent communication and interpersonal skills
 - Strong organizational and multitasking ability
 - Attention to detail and time management
 - Proficiency in data entry and office software
 - Problem-solving and customer service orientation
- **Work Conditions:** Must work on-site; remote work is not available