



Administrative Assistant

Description

Happy Lemon is a vibrant bubble-tea café where premium tea leaves meet creative flavours and friendly service. We're passionate about crafting fresh, made-to-order beverages and delivering a warm, energetic customer experience.

Duties

Open and distribute mail and other materials
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Order office supplies and maintain inventory
Provide customer service
Consult with clients after sale to provide ongoing support

Qualification

Education: Bachelor's degree
Experience: 2 years to less than 3 years

Closing Date

December 20, 2025

Categories

Business, Finance and Administration

Employer

Happy Lemon

Location

Downtown

Address

1600 Ness Ave A Winnipeg,
R3J 3W7

Job Type

Full-time

Education Level

Bachelor

Wage

\$23.00 - \$25.00

Email

happylemongood@yahoo.com