



Administrative Assistant

Description

**Administrative & Bookkeeping Assistant
(Growth Opportunity)**

Yen's & Santos Bookkeeping and Taxes Inc.

Portage la Prairie, Manitoba (On-Site)

Full-Time | Permanent

Starting at \$18.00/hour

Open Until Filled

**Build Your Career in Bookkeeping — Right Here
in Portage**

Yen's & Santos Bookkeeping and Taxes Inc. is a growing bookkeeping and tax firm serving individuals, small businesses, and Indigenous communities across Manitoba. We are looking for a reliable, community-minded team member who brings strong administrative skills and is eager to learn bookkeeping.

If you are Indigenous or connected to local Nations and communities, we strongly encourage you to apply.

Closing Date

April 13, 2026

Categories

Business, Finance and Administration

Employer

Accurate Indigenous Management and Advisors

Location

Rural

Address

324 Saskatchewan Avenue Portage La Prairie, R1N 0K8

Job Type

Full-time

Education Level

High School

Wage

This is an excellent opportunity for someone who wants stable employment, hands-on training, and a clear pathway to move into a **Junior Bookkeeper** role over time.

\$18.00 - \$20.00

Email

trisha@yensbooks.com

Phone

(204) 666-1925

Why You'll Love Working With Us

- ✓ Stable, full-time hours
- ✓ On-the-job training in bookkeeping systems
- ✓ Real opportunity to grow into a bookkeeping role
- ✓ Supportive, respectful team environment
- ✓ Meaningful work supporting Indigenous economic development
- ✓ No long commute — ideal for candidates living in or near Portage la Prairie or surrounding communities

Daily commuting from Winnipeg is possible but not ideal. Local applicants or those in nearby communities will find this role much more manageable.

About the Role

This position combines administrative duties with entry-level bookkeeping support. You will be the first point of contact for clients and will help keep the office running smoothly while learning the foundations of bookkeeping.

Duties

Key Responsibilities

Client Services & Office Support

- Greet clients in person and by phone
- Respond to emails professionally
- Collect, organize, and track client documents
- Maintain confidential records

Administrative & Bookkeeping Support

- Data entry of financial and client information
- Assist with invoicing and billing
- Support bookkeeping workflow and document management
- Learn bookkeeping software and processes over time

Office Operations

- Maintain a clean, organized office
- Assist team members as needed
- Support daily office routines

Qualification

What We're Looking For

- ✓ Strong attention to detail
- ✓ Reliable, punctual, and organized
- ✓ Comfortable with computers and learning new software
- ✓ Good communication and customer service skills
- ✓ Able to work independently and as part of a team
- ✓ Interested in developing bookkeeping skills

Assets (Not Required):

- Experience in admin, reception, or customer service
- Any exposure to bookkeeping or accounting
- Familiarity with Indigenous communities or Nations

A willingness to learn is more important than experience.

Growth Opportunity

For the right candidate, this role can grow into a **Junior Bookkeeper** position. We are committed to training and supporting team members who show dedication, reliability, and a desire to build their skills.