



administrative assistant

Description

This job is for an Administrative Assistant who supports daily office operations and ensures everything runs smoothly. The role includes handling calls and emails, scheduling appointments, preparing meeting minutes, managing mail, and performing data entry and record keeping.

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

- Construction

Benefits

Other benefits

- Free parking available
- Other benefits
- Paid time off (volunteering or personal days)

How to apply

In person

17 Poplar Lane, Grande Pointe, MB R5A 1H1

Between 09:00 AM and 05:00 PM

In person

17 Poplar Lane, Grande Pointe, MB, R5A 1H1

Between 09:00 AM and 05:00 PM

Closing Date

September 30, 2026

Categories

Business, Finance and Administration

Employer

Hopewell Exterior Ltd

Location

Rural

Address

17 Poplar Lane Grande Pointe, R5A 1H1

Job Type

Full-time

Education Level

College

Wage

\$25.50 - \$25.50

OR

By Email

Hopewellexteriorhr@gmail.com

Duties

Responsibilities

Tasks

- Evaluate daily operations
- Open and distribute mail and other materials
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Perform data entry

Qualification

Languages

English

Education

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- or equivalent experience

Experience

2 years to less than 3 year

Email

hopewellexteriorhr@gmail.com