



## Administrative Assistant/Property Inspector

### Description

We are seeking a detail-oriented individual to fill the role of administrative assistant and property inspector to join our team. The ideal candidate will have experience in administrative tasks and possess strong organizational skills.

### Duties

- Perform general office duties including but not limited to data entry, filing, and answering phones.
- Assist with customer support inquiries and provide excellent service.
- Manage front desk operations and greet visitors in a professional manner.
- Support the team with any necessary administrative tasks.
- Schedule maintenance appointments with clients
- Schedule and perform residential property inspections at various locations throughout the city

### Qualification

- Previous experience as an Administrative Assistant or in a similar role preferred.
- Strong organizational skills with the ability to multitask effectively.
- Knowledge of medical office procedures is a plus.
- Excellent typing skills and data entry accuracy.
- Familiarity with front desk operations and phone systems.

### Closing Date

June 18, 2026

### Categories

Services

### Employer

Canopy mgmt  
Maintenance Services  
Ltd

### Location

St. Boniface

### Address

102-750 Marion St  
Winnipeg, R2J0K4

### Job Type

Full-time

### Education Level

High School

### Wage

\$18.00 - \$20.00

- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to identify and document maintenance issues, safety concerns, and lease violations.
- Excellent written communication skills for preparing clear inspection reports.
- Valid driver's license and reliable vehicle.

## **Email**

info@canopymgmt.ca