



Administrative Assistant

Description

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Tasks

- Direct and control daily operations
- Evaluate daily operations
- Open and distribute mail and other materials
- Plan and organize daily operations
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Respond to employee questions and complaints

Closing Date

July 2, 2024

Categories

Business, Finance and Administration

Employer

PCB automotive group and finance ltd

Location

Inkster

Address

819 LOGAN AVE WINNIPEG,
MB Winnipeg, R3E 1N4

Job Type

Full-time

Education Level

High School

Email

parmjitkapoor84@yahoo.com

- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Provide customer service
- Maintain and manage digital database

Additional information

Transportation/travel information

- Public transportation is available

Work conditions and physical capabilities

- Attention to detail
- Repetitive tasks
- Work with minimal supervision

Personal suitability

- Organized
- Accurate
- Reliability

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

parmjitkapoor84@yahoo.com

By mail

819 LOGAN AVEWINNIPEG, MBR3E 1N4

In person

819 LOGAN AVEWINNIPEG, MBR3E 1N4
Between 10:30 AM and 03:30 PM