



Administrative Assistant

Description

Tasks:

- 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
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

Qualification

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

Closing Date

June 17, 2024

Categories

Business, Finance and Administration

Employer

SOUTHPACE VISA SOLUTIONS LTD

Location

Central

Address

330 St. Mary Ave
suite 300 Winnipeg,
R3C 3Z5

Job Type

Full-time

Education Level

High School

Email

sumit@southpace.ca