



Office Assistant

Description

We are seeking a dynamic and detail-oriented Office Assistant to join our team. The ideal candidate will provide essential administrative support to ensure the smooth operation of our general office. This role offers an exciting opportunity to contribute to a fast-paced and collaborative work environment.

Duties

- Type and proofread correspondence, forms and other documents
- Receive and forward telephone or electronic enquiries
- Work on reports from manual or electronic files, inventories and databases
- Sort, process and verify applications, receipts and other documents
- Send and receive messages
- Perform basic bookkeeping tasks
- Prepare and format page presentation
- Compile data, statistics and other information
- Photocopy and collate documents for distribution, mailing and filing
- Order office supplies and maintain inventory
- Conduct research
- Perform data entry
- Provide customer service
- Label, file and retrieve documents
- Organize and schedule office work
- Prepare and monitor contracts and budgets

Qualification

Closing Date

May 26, 2024

Categories

Business, Finance and Administration

Employer

Floating Leaf Fine Foods

Location

Transcona

Address

28A Christopher St
Sunnyside, R2R 0E5

Job Type

Permanent

Education Level

High School

Email

admin.support@flff.ca

Experience and specialization

Computer and technology knowledge

- Social Media
- MS Word
- Quick Books
- MS PowerPoint
- MS Excel
- MS Outlook
- MS Windows

Area of specialization

- Reports
- Forms and records

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Repetitive tasks
- Attention to detail
- Work with minimal supervision

Personal suitability

- Efficiency
- Goal-oriented
- Hardworking
- Positive attitude
- Quick learner
- Time management
- Dependability
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Resourcefulness
- Team player

Additional information

Transportation/travel information

- Public transportation is not available

