



Administrative Assistant

Description

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

Duties

- Arrange and co-ordinate seminars, conferences, etc.
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Advise senior management
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- 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
- Perform data entry
- Provide customer service
- Maintain and manage digital database

Qualification

Closing Date

June 30, 2024

Categories

Business, Finance and Administration

Employer

Salter Auto Inc.

Location

Seven Oaks

Address

201 Salter St
Winnipeg, R2W 4K3

Job Type

Full-time

Education Level

College

Wage

\$23.00 - \$23.00

1. Languages:
English
2. Education:
College/CEGEP
or equivalent experience
3. Experience:
1 to 2 years

Email

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