



Administrative Assistant

Description

- Record and prepare minutes of meetings, seminars and conferences.
- Plan, develop and implement recruitment strategies.
- Answer telephone and relay telephone calls and messages.

Duties

- Arrange and co-ordinate seminars, conferences, etc.
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Direct and control daily operations
- Direct staff
- Evaluate daily operations
- Plan and control budget and expenditures
- Record and prepare minutes of meetings, seminars and conferences
- Plan, develop and implement recruitment strategies
- Answer telephone and relay telephone calls and messages
- Advise senior management
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

Closing Date

June 28, 2024

Categories

Business, Finance and Administration

Employer

VCAN TRANSPORT LTD.

Location

Assiniboine South

Address

unit 4 - 933 Mcleod Ave
Winnipeg, R2G 0Y4

Job Type

Full-time

Education Level

High School

Email

vcantransportltdwpg@gmail.com

Qualification

- Computer and technology knowledge:
 - MS Excel
 - MS Outlook
 - MS PowerPoint
 - MS Windows
 - MS Office
 - QuickBooks
 - Google Drive
 - Electronic mail