



Administrative Assistant

Description

Answers the telephone, schedules meetings, and supports visitors. Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.

Duties

- Arrange and co-ordinate seminars, conferences, etc.
- Assist with staff consultation and grievance procedures
- Open and distribute mail and other materials
- Plan and organize daily operations
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Respond to employee questions and complaints

Closing Date

December 31, 2026

Categories

Business, Finance
and Administration

Employer

Keewatin House
Lodge(winnipeg) Inc.

Location

Assiniboine South

Address

86 Keewatin Street
Winnipeg - MB, R3E
3C6

Job Type

Full-time

Education Level

College

Wage

\$24.00 - \$24.00