



ADMINISTRATIVE ASSISTANT (NOC CODE: 13110 - Administrative Assistants)

Description

COMPANY OPERATING NAME: MARION HOTEL

BUSINESS ADDRESS: 393 MARION STREET,
WINNIPEG, MANITOBA R2H 0V4

JOB TITLE: ADMINISTRATIVE ASSISTANT (NOC
CODE: 13110 - Administrative Assistants)

TERMS OF EMPLOYMENT: PERMANENT FULL-
TIME

LANGUAGE OF WORK: ENGLISH

WAGE: \$30.16 PER HOUR

BENEFITS: NONE

EDUCATION REQUIREMENTS: 1 YEAR POST
SECONDARY EDUCATION IN ADMINISTRATION

WORK EXPERIENCE REQUIREMENT: 1 YEAR OF
WORK EXPERIENCE IS AN ASSET

JOB DUTIES:

- Stocking beer/alcoholic beverages;
- Taking beer orders from our suppliers;
- Interacting with customers;
- Working on a POS system,

Closing Date

March 9, 2026

Categories

Business, Finance and
Administration

Employer

MARION HOTEL

Location

St. Boniface

Address

393 MARION STREET
WINNIPEG, R2H 0V4

Job Type

Full-time

Education Level

College

Email

MARIONHOTEL@SHAW.CA

- Handling cash/debit and credit card transactions;
- Opening and closing shifts;
- Working in a teamwork environment;
- As well as other duties as assigned.

HOW TO APPLY/CONTACT INFORMATION:

VIA EMAIL: marionhotel@shaw.ca

PH: 204-770-8791

MAILING: 393 MARION STREET, Winnipeg, MB R2H 0V4

Phone

(204) 770-8791