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## Administrative assistant - office

**Posted by:** Drop Cleaner

**Posting date:** 18-Jul-2024      **Closing date:** 14-Jan-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Winnipeg

**Salary:** \$26 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ6614968

## Job description:

### Responsibilities

#### Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Evaluate daily operations
- Plan and organize daily operations
- Supervise other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines

- Oversee the classification and rating of occupations
- Plan, develop and implement recruitment strategies
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Respond to employee questions and complaints
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Maintain and manage digital database
- Consult with clients after sale to provide ongoing support

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS Office

## **Additional information**

### **Work conditions and physical capabilities**

- Attention to detail
- Repetitive tasks

### **Personal suitability**

- Ability to multitask
- Time management