

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ADMINISTRATOR / SCHOOL SECRETARY (WORKSTART)
JOB NUMBER	3112
NUMBER OF POSITION/S	1
NOC CODE	1221
CLOSING DATE	2018-02-08
LOCATION	Winnipeg, MB Inkster
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	30
HOURLY WAGE RANGE	TBD
WAGE DETAILS	9:00 am 3:00 pm - 30 min unpaid lunch Organization offer a competitive benefits package complete with Health, Medical and Dental Coverage, with an Employer RRSP Contribution Program after probation period.
JOB TERMS	Part Time
JOB DUTIES	<p>Job Description:</p> <ul style="list-style-type: none"> - Works with all internal team members to provide adequate administrative support. - Coordinate office activities and operations to secure efficiency and compliance to company policies. - Conducts all clerical duties, including filing, answering phone calls, responding to emails and preparing documents. - Checks voice messages and calls handles all messages appropriately. - Coordinates all school activities and project deliverable. - Works with communications team to keep website updated and create/distribute all newsletters and bulletins. - Perform accounting tasks, including invoicing and budget tracking. - Schedule meetings, school tours and travel arrangements as required. - Conducts all school tours as required. - Handles all incoming calls and routes inquiries to the appropriate individuals via phone or email. - Prepares all mail / email outs to parents as required. - Is the main liaison with all governing agencies, schools, and external organizations to obtain or relay important information in a timely manner. - Handles registration needs and general inquiries pertaining to all programs. - Handles all student paperwork, forms and registration documents and enters required information into our online database and file system internally. - Ability to take meeting notes at all internal meetings as required.

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QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Credentials:</p> <ul style="list-style-type: none">- Vulnerable Sector Police Clearance <p>Requirements:</p> <ul style="list-style-type: none">- Proven experience as an office administrator, office assistant or relevant role.- Outstanding communication and interpersonal abilities.- Excellent organizational and leadership skills.- Ability to recognize what needs to be done and execute with little to no supervision- Familiarity with office management procedures and basic accounting principles.- Excellent knowledge of MS Office and office management software.- Qualifications in secretarial studies will be an asset but not required.
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	This is a WorkStart job opportunity. If you are eligible to enroll in WorkStart and interested in this job opportunity please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
JD	Stacey Singbeil