

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

POSITION	OFFICE ASSISTANT
JOB NUMBER	3331
NUMBER OF POSITION/S	1
NOC CODE	1411
CLOSING DATE	2018-07-16
LOCATION	Winnipeg, MB St. Boniface
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	The office assistant will be responsible for assisting the office manager with day to day operations within the office. This has a variety of office support tasks and requires attention to detail and an introductory understanding of full cycle accounting.
JOB DUTIES	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> - Assist with day to day office operations. - Sort and distribute mail in a timely manner. - Accounts Receivable follow up on overdue accounts. - Update payroll hours daily ensuring accuracy and track vacation time. - Enter accounts payable daily ensuring proper allocation to GL. - Enter expense reports on a regular basis. - Perform receptionist duties. - Prepare reports where requested. - Assist all departments where needed.
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Knowledge Requirements:</p> <ul style="list-style-type: none"> - Working knowledge of Microsoft Excel and Word. - Strong communication skills. - Ability to multi-task. - Excellent organizational and time management skills. - Working knowledge of office equipment.
OTHER DETAILS	Could be for WorkStart Placements
APPLICATION PROCESS	Send targeted resume Apply through your CC

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APPLICATION DETAILS	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	Zain Ali