



Administrative Assistant

Description

- Job Title Administrative Assistant (TEER: 13110)
- Salary: \$25.00 - 26.00 hourly / 32 - 40 hours per Week
- Terms of employment: Permanent employment, Full time
- Start date: Starts as soon as possible
- Vacancies: 2 vacancies

Duties

- Assist with staff consultation and grievance procedures
- Coordinate the flow of information within the team
- Direct and control daily operations
- Direct staff
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Plan and organize daily operations
- Establish and implement policies and procedures
- Train other workers
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries

Closing Date

June 24, 2024

Categories

Business, Finance and Administration

Employer

Molly Maid Winnipeg North West

Location

St. James-Assiniboia

Address

241 Chadwick Crescent
Winnipeg, R2C 3S1

Job Type

Full-time

Education Level

College

Wage

\$25.00 - \$26.00

- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Advise senior management
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Consult with clients after sale to provide ongoing support
- Plan, organize, direct, control and evaluate daily operations

Qualification

A completion of one or two-year College Diploma is required.

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS Windows
- MS Word
- MS Office
- Simply Accounting
- Electronic mail

Area of specialization

- Invoices
- Business process management
- Facility management
- Payroll services

A minimum experience of one-year is required

Email

mollymaidnorthwest@gmail.com

