

# Job Board Posting



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Date Printed: 2024/05/06

## Administrative Assistant

|                       |   |                  |
|-----------------------|---|------------------|
| <b>Job ID</b>         | <b>8627E0D5B6287</b>  |                  |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=8627E0D5B6287">http://NewCanadianWorker.ca/viewjob?jobname=8627E0D5B6287</a> |                  |
| <b>Company</b>        | Shyam Investments Inc   |                  |
| <b>Location</b>       | Winnipeg, Manitoba  |                  |
| <b>Date Posted</b>    | From: 2022-06-08  | To: 2022-12-05   |
| <b>Job</b>            | Type: Full-time   | Category: Office |
| <b>Job Start Date</b> | 23/10/2022  |                  |
| <b>Job Salary</b>     | \$23-\$24.00 hr   |                  |
| <b>Languages</b>      | English   |                  |

### Description

We currently have a full-time, permanent position for an Administrative Assistant. An Administrative Assistant will be responsible for supporting the office operations and administration functions. Job Responsibilities: 1. Prepare correspondence and documents for a variety of audiences, including company, and external parties. 2. Oversee and support all administrative duties and procedures to ensure smooth office operation 3. Prepare expense reports for management team members as required 4. Design, implement and maintain filing systems; 5. Organize and manage all project-related documentation, information, and folders 6. Update reports with information from a wide variety of internal company and external sources 7. Maintain general office supply inventory and coordinate maintenance of office equipment 8. Greet and direct visitors to the department in a friendly and professional manner. 9. Answer telephone inquiries and redirect as appropriate. 10. Monitoring of Team Mailbox. Assist other teams with printing and mailing of documents. Locating Clients for returned mail, Update client's contact information, Sorting and mailing of client notices.

### Experience

1+ years progressively responsible administrative experience.

### Education Requirements

1. College, CEGEP or other Non-University certificate or diploma from a program of 1 year to 2 year. 2. Post-secondary education in Office Administration would be considered an asset.

### Essential Skills

1. Strong organizational skills with an ability to prioritize tasks and manage time effectively in support of multiple departments. Superior written and verbal communication skills. 2. Excellent interpersonal skills with ability to interact with individuals at all levels in the organization. 3. Advanced MS Office skills.

### How to Apply

By Email: [bhavicky@gmail.com](mailto:bhavicky@gmail.com) Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the position title in the subject line and/or body of your email. Your cover letter, resume and/or application must clearly indicate how you meet the qualifications. We thank all who apply and advise that only those selected for further consideration will be contacted.