



Administrative assistant - office

Posted by: Carbone Restaurant Group LTD

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: 2

Job Type: Full Time

Job id: CAJ2826617

Expired

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
- Train staff

- 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
- Order office supplies and maintain inventory
- Liaise with management, union officials and HR consultants
- Oversee payroll administration
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems
- Work with the marketing department to understand and communicate marketing messages to the field
- Maintain and manage digital database
- Consult with clients after sale to provide ongoing support

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: benjamin@carbonerestaurantgroup.com

Posted on canadianjobportal.com