



## Administrative assistant

**Posted by:** Building Custom Homes Inc

**Posting date:** 30-Aug-2023      **Closing date:** 27-Feb-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:**

**Salary:** \$24.00

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4082488

Expired

## Job description:

### Job Details

rnrn

**Location:** West St., Paul, MB, R4A 0B4

rnrn

**Salary:** \$24.00/ hour

rnrn

**Vacancies:** 1 vacancy

rnrn

**Employment groups:** Indigenous people, Newcomers to Canada, Old workers, Visible minorities, Youth

rnrn

**Terms of employment:** Permanent employment, Full time 35 to 40 hours / week

rnrn

**Start date:** As soon as possible

rnrn

**Employment conditions:** Morning, Day, Evening, Weekend, Overtime

rnrn

rnrn

### **Job Requirements**

rnrn

**Languages:** English

rnrn

**Education:** Secondary (high)school graduation certificate

rnrn

**Experience:** 1 to less than 7 months

rnrn

**Specific Skills:** Establish and implement policies and procedures, Determine and establish office procedures and routines, Schedule and confirm appointments, Answer telephone and relay telephone calls and messages, Compile data, statistics and other information, Oversee the preparation of reports, Order office supplies and maintain inventory, Plan, organize, direct, control and evaluate daily operations, Type and proofread correspondence, forms and other documents

rnrn

**Personal Suitability:** Ability to multitask, Organized, Accurate

rnrn

rnrn

### **How to apply**

rnrn

**By email:** [buildguruhomes@hotmail.com](mailto:buildguruhomes@hotmail.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**