



administrative assistant

Posted by: Hopewell Exterior Ltd

Posting date: 28-Feb-2026 **Closing date:** 27-Aug-2026

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Grande Pointe

Salary: \$25.50 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ4328082

Job description:

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Construction

Responsibilities

Tasks

Evaluate daily operations

Open and distribute mail and other materials

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Perform data entry

Benefits

Other benefits

Free parking available

Other benefits

Paid time off (volunteering or personal days)

How to Apply

In person

17 Poplar Lane

Grande Pointe, MB

R5A 1H1

Between 09:00 AM and 05:00 PM

OR

By email

Hopewelleteriorhr@gmail.com

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: Hopewelleteriorhr@gmail.com

Posted on canadianjobportal.com