



ADMINISTRATIVE ASSISTANT

Salary
\$35,000-\$80,000+

REQUIREMENTS:

No formal training is required. However, many excellent training programs in Manitoba prepare students with the foundational knowledge required to work in an office environment.

Office experience preferred. Many companies also have minimum typing abilities ranging from 40-60 words per minute.

QUALIFICATIONS:

- Clear and effective written and verbal communication.
- Working understanding of Microsoft Office.
- Ability to interact professionally with colleagues, clients, and vendors.
- Focus on providing excellent service to internal and external stakeholders.
- Strong organizational and multitasking abilities.
- Excellent time management skills to prioritize tasks effectively.

JOB OVERVIEW

The administrative team supports operational goals in many different departments. As an office administrator, you will oversee daily administrative tasks, manage office operations, and ensure smooth workflow. Your role includes handling correspondence, maintaining office supplies, and coordinating meetings and appointments. With strong organizational and multitasking abilities, you will contribute to creating a well-organized and productive work environment.

Other possible titles include Receptionist, Data Entry Clerk and Computer Operator.

RESPONSIBILITIES

- Provide general administrative office duties and support operations.
- Management and supervision of other administrative personnel.
- Assist with maintaining record keeping, filing and cataloging information using paper and electronic systems.
- Process incoming and outgoing mail.
- Receive and prioritize incoming calls.
- Greeting clients and customers and fielding enquiries in person or by phone.
- Oversight of company expenses and billing cycles.
- Organizing executive itineraries/calendars including travel and corporate events.
- Scheduling of meetings and appointments within the company and the arrangement of refreshments and other corporate catering.
- Draft, proofread, edit, and format company memos and communications.
- Strict confidentiality is required.
- Follow all policies and procedures set forth by ABC company.