administrative assistant (13110)

Job ID
48268

3881785 Manitoba Ltd o/a Steinbach Taxi

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LOCATION	DATE POSTED	EXPIRY DATE
140 Industrial Rd Steinbach, MB R5G 0Z1, Steinbach, MB| Manitoba, Manitoba, AB | Alberta	20-11-2025	14-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 21.00 hourly / 35 hours per Week	No Experience	No degree, certificate or diploma

Job Details

140 Industrial Rd Steinbach, MB

R5G 0Z1

Salary

21.00 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

MS Office

Electronic mail

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Repetitive tasks

How to apply

By email

taxisteinbach@gmail.com

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