# Administrative Assistant

New Generation Painting

Job ID
**50409**

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| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 854 Marion suite unit 8, Winnipeg, MB \| Manitoba | 09-06-2026 | 06-12-2026 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 25.00 | 1 year to less than 2 years | Secondary (high) school graduation certificate |

## Job Details

Location: 854 Marion suite unit 8, Winnipeg, MB, R2J 0K4
Work location: On site
Salary: 25.00 hourly / 35 to 40 hours per week
Terms of employment: Permanent employment
Full time: Morning, Day
Starts as soon as possible
Vacancies: 1 vacancy
Languages: English
Education: Secondary (high) school graduation certificate
Experience: 1 year to less than 2 years
On site: Work must be completed at the physical location. There is no option to work remotely.

## Job Description

Tasks: Arrange and co-ordinate seminars, conferences, etc., Assist with staff consultation and grievance procedures, Coordinate the flow of information within the team, Direct and control daily operations, Direct staff, Evaluate daily operations, Plan and control budget and expenditures, Plan and organize daily operations, Establish and implement policies and procedures, Record and prepare minutes of meetings, seminars and conferences
Personal suitability: Ability to multitask, Excellent oral communication, Excellent written communication, Organized, Accurate, Time management, Accountability
Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities
Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees
Support for youths: Participates in a government or community program or initiative that supports youth employment
Support for Veterans: Participates in a government or community program or initiative that supports Veterans
Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous

people

Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)

Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

newgenerationpainting1@outlook.com

By mail

854 Marion suite unit 8, Winnipeg, MB, R2J 0K4

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