Administrative assistant

BALBIR CHAND VIJ AND SONS LTD

Job ID
50749

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/50749

LOCATION	DATE POSTED	EXPIRY DATE
1080 Arlington Avenue, Winnipeg, MB | Manitoba	14-07-2026	10-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Administrative assistant 1 position available

Start date: As soon as possible.

Office desk work

Flexible Shifts

Apply by email at bluelinewinnipeg@gmail.com or in person or by mail at 1080 Arlington Avenue, Winnipeg, MB.

Job Description

Role and responsibilities are but not limited to:

*Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy

*Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations

*Schedule and confirm appointments and meetings of employer

*Order office supplies and maintain inventory

*Answer telephone and electronic enquiries and relay telephone calls and messages

*Set up and maintain manual and computerized information filing systems

*Determine and establish office procedures

*Greet visitors, ascertain the nature of business and direct visitors to the employer or appropriate person

*Record and prepare minutes of meetings; arrange travel schedules and make reservations

Downloaded from newcomersjobs.com on 01-11-2026