Administrative assistant

JM TRUCK AND TRAILER

Job ID
10600

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/10600

LOCATION	DATE POSTED	EXPIRY DATE
Unit 2- 664 Goldenrod Dr, Winnipeg, MB| Manitoba	25-08-2026	21-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $30.00/hr	No Experience	Secondary (high) school graduation certificate

Job Details

Job Title

Administrative assistant

Job details

Location: Unit 2- 664 Goldenrod Dr Winnipeg, MB R4B 0A2

Salary: $30.00 hourly / 35 hours per week

Terms of employment: Permanent employment, Full time

Starts: As soon as possible

vacancies: 1 vacancy

Employer details: JM TRUCK AND TRAILER

How to apply

By email

jmrepairshophiring@yahoo.com

In person

Unit 2- 664 Goldenrod Dr

Centreport, MB

R4B 0A2

Between 11:00 AM and 04:00 PM

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

No experience (will train)

Work setting

Relocation costs covered by employer

Willing to relocate

Responsibilities

Tasks

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 Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Tight deadlines

Work with minimal supervision

Personal suitability

Organized

Client focus

Time management

Downloaded from youthjob.ca on 15-11-2026