

Job description:

Riverside Lions is looking for a professional **Administrative Assistant**, who is a **master multi-tasker** with **excellent communication skills** and an **upbeat attitude**.

To be successful as an administrative assistant, candidates should be professional, polite, and attentive while also being accurate. Administrative assistants must be comfortable with computers, general office tasks, and excel at both verbal and written communication. Most importantly, administrative assistants **should have a genuine desire to meet the needs of others**.

Examples of some of the responsibilities & required skills:

- Highly organized with attention to detail;
- Reliable;
- Ability to prioritize workload ensuring that deadlines are met and work is completed correctly;
- Handle multiple tasks simultaneously;
- Key duties include directing phone calls, responding in a polite and professional manner to inquiries, displaying strong communication and interpersonal skills;
- Generate memos and reports that are completed accurately and delivered with high quality;
- Organize and schedule meetings and appointments. Maintain contact lists;
- Assume responsibility for maintenance of office equipment and maintain office supplies by checking inventory and ordering items;
- Supports managers and employees through a variety of tasks related to organization and communication;
- Respond to questions and requests for information, handling sensitive information in a confidential manner;
- Financial experience in QuickBooks would be an asset;
- Proficiency in MS Office with expertise in Microsoft Word, Outlook, and Excel.
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Job Types: Full-time, Permanent

Salary: \$15.00-\$16.00 per hour

COVID-19 considerations:

Riverside Lions is committed to a high quality and safe environment for both our staff and clients/patients. At Riverside Lions, all new hires must have received the full series of a COVID-19 vaccine as approved by Health Canada

All applicants will also need to provide a current Criminal Record Check with a Vulnerable Sector Search within the last 6 months. These checks are done for individuals 18 years and older and must be completed by local Police Services or the RCMP, based on the person's location address.

Riverside Lions Seniors Residences Inc.
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