

Administrative Assistant

New Generation Painting

Job ID
40318

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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