Executive Assistant

Job ID
40631

Fluey Group Inc.

VIEW THIS JOB ONLINE: https://www.firstnationsjob.com/jobs/40631

LOCATION	DATE POSTED	EXPIRY DATE	
440 Jarvis Ave, Winnipeg, MB| Manitoba	21-07-2026	17-01-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 31.5 - 32.5 per hour	2 years to less than 3 years	Bachelor's degree

Job Details

Fluey Group Inc. is a Winnipeg-based trading company operating across three divisions — food service distribution, industrial materials, and international trading — supplying businesses across Manitoba while importing and exporting various products, including food service products, FRP rebar, hardware, and tires.

As the company continues to expand, Fluey Trading Inc. is seeking an Executive Assistant to provide administrative support to senior management. The successful candidate will assist with executive communications, preparation of reports and business documents, coordination of information between internal departments and external partners, and support management planning and decision-making activities.

Main Duties

Establish and coordinate administrative policies and procedures to support senior management and company operations.
Review business documents, supplier correspondence, operational reports, and other administrative materials; prepare summaries and briefing materials for senior management.
Prepare, edit, and format correspondence, reports, presentations, and other documents for senior management and external business stakeholders.
Conduct administrative research and compile information related to business operations, suppliers, market activities, and company planning.
Act as a primary point of contact between senior management and external suppliers, logistics providers, commercial partners, and other business contacts.
Manage executive schedules, coordinate meetings, prepare agendas, and organize supporting materials.
Coordinate information flow between senior management, warehouse operations, commercial accounts, and other internal departments.
Maintain confidential company information and support administrative activities related to corporate operations.
Prepare agendas and make arrangements for board meetings.
Requirements

Completion of a degree in Business Administration, Management, International Business, or a related field is required. A combination of relevant education and senior administrative experience may be considered.
Minimum 2 years of experience in executive administration, administrative coordination, office management, or a related

support role.
Experience supporting senior management or working in wholesale, import/export, logistics, or supply chain environments is a strong asset.
Strong English communication skills, both written and verbal, are required.
Proficiency with Microsoft Office applications; experience with ERP systems, inventory management systems, or business management software is an asset.
Strong organizational, analytical, and written communication skills with the ability to manage confidential information, prioritize tasks, and handle multiple responsibilities.
Benefits:

Casual dress
Dental care
Extended health care
On-site parking

Downloaded from firstnationsjob.com on 14-11-2026