



administrative assistant

Posted by Hopewell Exterior Ltd

Posting Date : 28-Feb-2026

Closing Date : 27-Aug-2026

Location : Grande Pointe

Salary : \$25.50 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7501008

Job Description:

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
or equivalent experience

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Construction

Responsibilities

Tasks

Evaluate daily operations
Open and distribute mail and other materials
Record and prepare minutes of meetings, seminars and conferences
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Compile data, statistics and other information
Perform data entry

Benefits

Other benefits

Free parking available
Other benefits
Paid time off (volunteering or personal days)

How to Apply

In person

17 Poplar Lane
Grande Pointe, MB
R5A 1H1
Between 09:00 AM and 05:00 PM

OR

By email

Hopwellexteriorhr@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: Hopwellexteriorhr@gmail.com

Posted on Disabled job Portal