MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	REAL ESTATE OFFICE ASSISTANT - PERSONAL ASSISTANT
JOB NUMBER	2038
NUMBER OF POSITION/S	TBD
NOC CODE	1411
CLOSING DATE	No Closing Date
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	A personal assistant manages everything from typing reports and planning meetings to travel arrangements. Personal assistants are expected to carry out a variety of tasks beyond those of an administrative assistant.
JOB DUTIES	- Devising and maintaining office systems, including data management and filing. - Screening phone calls, enquiries and requests, and handling them when appropriate - Meeting and greeting visitors and clients - Organizing and maintain calendars and making appointments - Arranging events and provide general assistance during presentations\- Organizing and maintaining CRM (customer relations management) including mail outs and gift baskets etc.. - Deal with incoming mail, email and faxes - Produce documents, briefing papers, reports and presentations. - Organizing and ensuring the agent is well prepared for meetings. - Liaising with clients, suppliers and other staff - Carry out specific projects and research: accurate reporting skills. - May assist with planning personal social functions, dinners, interview caterers, plan menu, design invitations to valet parking. - Other duties as assigned, such as personal errands and dog walking (hypo-allergenic bichon fries)
QUALIFICATIONS, REQUIREMENTS & SKILLS	- Polished communication skills, both verbal and written. - Multi-tasking skills - Great planning skills - Vehicle and MB Driver s license preferred, strong candidates without are still encouraged to apply
OTHER DETAILS	extended deadline from 6/28/15 to open

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APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Apply by sending your TARGETED resume to your Career Coach via email. Please indicate the job number and job title in your application.
JD	Pinky Kanski