



Office Assistant

We're looking for an administrative assistant to support the daily operations of Purpose Construction. This position works out of the Purpose Construction office at the Social Enterprise Centre at 765 Main St in Winnipeg. This role will support the General Manager and Division Managers in their daily tasks.

The ideal candidate will be able to work on multiple projects with competing deadlines; will be well versed in Gmail, Google Drive, and online/text communication; will be proficient in working alone but also be able to work collaboratively on projects with many different stakeholders; will be comfortable working with people of various backgrounds, English proficiency, and life experience. The candidate will be able to

Qualifications

- Excellent communication skills, this includes speaking and writing
- Full knowledge of and experience with Gmail and Google Drive
- Knowledge of scanning to email, printing, and other office equipment duties/uses
- Able to work collaboratively to come up with solutions for product inventory and/or other daily operational issues
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Considered an Asset

- A basic understanding of Social Enterprise, and/or familiarity with the concept of a business with a triple bottom line.
- A Driver's License valid in Manitoba

Responsibilities

- Answer incoming email, phone calls, and in-person customer or staff inquiries.
- Stock and reorganize supply closet
- Work with materials manager/shop steward to create inventory database
- Update and maintain policies, records and databases
- Digitize personnel files
- Arrange shredding of redundant office materials

- Develop agendas, manage schedules, and coordinate appointments and meetings.
- Operating a wide-range of office equipment, including photocopiers, computers, and printers.
- Assisting with training others on clerical and administrative duties as needed.
- Assist with planning of staff events

This position is funded in part by the Canada Summer Jobs grant. As such, the applicants must be under 30 years of age. This position is 30 hrs a week for 8 weeks, and the hourly wage is \$15.00. Anticipated start date is June 5, but there is some flexibility with that.

To apply, please send a cover letter and resume indicating your interest in and fit for this position to Sheri Bailey at sbailey@purposeconstruction.ca. Applications are open until 4 pm Wednesday, May 23, 2023.