



administrative assistant

Posted by: Hopewell Exterior Ltd

Posting date: 28-Feb-2026 **Closing date:** 27-Aug-2026

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

Language: English

Job location: Grande Pointe

Salary: \$25.50 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ4328082

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

Hopewelleteriorhr@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: Hopewelleteriorhr@gmail.com

Posted on [canadianjobportal.com](https://www.canadianjobportal.com)