

Administrative Assistant

MNP is looking for an enthusiastic individual to join our team in our Moosomin office as an Administrative Assistant.

Responsibilities include:

- Accountable for implementing the day-to-day administrative operations of a busy, dynamic team.
- Co-ordinates meetings and conference calls as required
- Manage reception switchboard; answer and direct incoming calls during business hours

The ideal candidate:

- 2 - 3 years of office experience in a professional working environment is required
- Strong initiative and ability to work effectively without supervision; pro-active self-starter with a 'can do' attitude
- A team player who enjoys working in a fast-paced, deadline driven environment and assisting in the movement of workflow
- Excellent time management, organizational and communication skills with attention to detail
- Post-secondary education in an office administration program an asset
- High level computer proficiency including effective working skills of Microsoft Word, Excel and PowerPoint

We thank all candidates for applying.

Only those selected for an interview will be contacted.

To apply, please visit our website at www.mnp.ca

