

## 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.
- Coordinates 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 considered an asset
- 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 assist 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 levelof computer proficiency including effective working skills of Microsoft Word,

*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](http://www.mnp.ca)***

