



ADMINISTRATIVE ASSISTANT

The Pinawa Golf and Country Club is currently seeking a responsible and experienced individual to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers, bookkeeper and employees, assisting in daily office needs and managing the general administrative activities.

The successful candidate should possess the following qualifications:

- Proven experience at performing office/business support activities, within a team environment
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel, Word and PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant will be a plus

This is a part-time, year-round position (up to 4day/wk), with competitive salary. Salary increases will be based on annual performance reviews.

These positions will remain open until January 31, 2020.

Applicants may drop off resumes & cover letters directly at the Pinawa Club, during business hours (*as posted on our website @ pinawaclub.mb.ca*), email to pcadmin@pinawaclub.mb.ca, or mail to:

Pinawa Golf and Country Club
Box 263, Pinawa MB
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