

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

| POSITION                              | ADMINISTRATIVE ASSISTANT - REAL ESTATE   |
|---------------------------------------|--|
| JOB NUMBER                            | 2037   |
| NUMBER OF POSITION/S                  | TBD  |
| NOC CODE                              | 1411   |
| CLOSING DATE                          | No Closing Date  |
| LOCATION                              | Winnipeg, MB<br>Seven Oaks   |
| ACCESSIBLE BY TRANSIT                 | Yes  |
| HOURS PER WEEK                        | 30   |
| HOURLY WAGE RANGE                     | TBD  |
| WAGE DETAILS                          | 25-35 hours per week, leading into full time.  |
| JOB TERMS                             | Other  |
| JOB DESCRIPTION                       | <ul style="list-style-type: none"> <li>- Creating marketing material for agents (flyers, business cards, signs) using software provided by the company.</li> <li>- Filing documents and data entry</li> <li>- Client care (calling and answering client calls)</li> <li>- Updating company website with new listings and information.</li> </ul> |
| QUALIFICATIONS, REQUIREMENTS & SKILLS | <ul style="list-style-type: none"> <li>- Eligible for work experience (perm resident 30 and under)</li> <li>- Able to communicate in Tagalog</li> <li>- Typing speed 35 wpm or more</li> <li>- Excellent Microsoft office skills</li> <li>- Experience dealing with customers</li> <li>- Good with technology, quick learner</li> </ul>          |
| OTHER DETAILS                         | Eligible for Work Experience (PR's 30 years and under)   |
| APPLICATION PROCESS                   | Send targeted resume<br>Apply through your CC  |
| APPLICATION DETAILS                   | Apply by sending your TARGETED resume to your Career Coach via email. Please indicate the job number and job title in your application.  |
| JD                                    | Holly Klann  |