



The Keystone Centre strives to be the premier service oriented, multi-functional, community minded facility in Manitoba, hosting sporting and entertainment events, fairs and agricultural exhibitions and conferences. Sodexo Live! the exclusive hospitality provider for Keystone Centre, is currently hiring for the upcoming season.

**Job Title: Office Assistant**  
**Reports to: Office Manager**  
**Status: Part time, hourly**

The Office Assistant is a highly valued position which exists in Sodexo Live! Providing administrative and clerical support to aid the team and management.

**Primary Responsibilities:**

- Preparing and creating documents
- Data entry
- Assist with payroll time entry
- Entering accounts payable and accounts receivable
- Organizing and filing
- Preparing documents
- Confer with Office Manager regarding problem areas; Make recommendations for increasing efficiency.
- Perform other related duties, tasks and responsibilities as required from time to time.

**Requirements:**

- 18 years or older
- Extreme attention to detail
- Skilled in Excel
- Accurate data entry
- Strong team orientation and ability to work with a variety of departments to accomplish assigned tasks.
- Demonstrated ability to understand and effectively implement written and verbal instructions.
- Ability to work well independently.
  - Capable working well in a high stress, fast paced environment.
- Technology aptitude for working with POS and digital register.
- Scheduling flexibility to meet operational needs. Hours may be extended or irregular to include nights, weekends, and holidays.

Thank you for expressing interest in employment with Sodexo Live! While only those candidates considered for this position will be contacted, your resume will remain on file for 90 days.

Sodexo Live! is an Equal Opportunity Employer.