

ADMINISTRATIVE ASSISTANT

Brandon Riverbank Inc. / Brandon Tourism
Brandon, Manitoba

Full-time, maternity leave, temporary replacement

Brandon Riverbank Inc. is seeking a customer-service oriented individual who will address tourism requests and provide consistently, superior frontline service to customers and visitors.

The successful candidate will possess excellent communication skills and will be able to effectively balance the demands of multiple responsibilities, priorities and personalities. You will be adaptable, detail-oriented person who can manage a variety of bookings, contacts and databases. Able to assist in the administration of a variety of programs, projects and information management systems. You will also have a thorough understanding of our community and will promote hospitality and good will on behalf of the City of Brandon. You possess exemplary computer skills with a strong knowledge of Microsoft Office, Excel, use of the internet for research purposes as well as some QuickBooks knowledge.

Must possess a valid Class 5 Driver's License and have use of a vehicle. Some weekend and after-hours work is required.

We thank all who apply, but only those granted an interview will be contacted.

Deadline for applications is Monday, December 21, 2020 at 12:00 noon.

Please submit a cover letter and resume to: dawn@riverbank.mb.ca



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