

JOB DESCRIPTION

Updated as of January 12, 2026

POSITION

The west End BIZ is a not-for-profit organization. We are committed to supporting the local business community in the West End. We offer a vibrant, diverse, inclusive, collaborative work environment. We are currently hiring a part time office assistant. This position supports the operations of the office. This role will primarily involve purchasing office supplies, updating electronic/paper files, tracking inventory, Tracking 311 reports. Offering flexible working hours this would be a good opportunity for a student looking to gain office experience and learn additional skills.

REQUIREMENTS

- Proficient in Microsoft office: Excel, Word, PowerPoint.
- Strong organizational skills.
- Good written and verbal communication skills.
- Ability to multi-task and prioritize work.
- Diligence skill.
- High school diploma or equivalent.
- Enrollment or completion in business administrative assistant college program is considered an asset.

MAIN AREAS OF RESPONSIBILITY

- Maintain computer and manual filing systems.
- Photocopy, scan, and print out documents.
- Running errands to the post office, bank and supply store.
- Order office supplies and maintain the supply cabinet.
- Assist with meetings.
- Coordinate repair to office equipment.
- Assist with the organization's furniture and equipment inventory.
- Assist with the annual flower's order.
- Assist with updating the annual inventory of street assets including bike racks, planters, and murals.
- Assist with tracking the 311 reports submitted to the City of Winnipeg and sending follow-ups to the other departments in the organization on a regular basis.
- Assist with other tasks including but not limited to count and pack coins collected from boxes

REPORTING

The Office Assistant reports directly to the Finance and Administration Coordinator and the Planning and Projects Coordinator. All staff are ultimately responsible to the Executive Director.

HOURS OF WORK / WAGES

Office environment, Seven hours per week. Schedule hours will be the same each week but will initially be determined with the input from the successful candidate. Shifts must be between 9:00 AM and 4:30 PM and a minimum of three hours per shift. Wages are \$16.50 per hour with 4% vacation.

Note: All positions are subject to available funding and funding criteria.

OTHER BENEFITS

Full kitchen and locker provided. Enjoyable and supportive work environment.

TO APPLY

Please submit your cover letter and resume to the West End BIZ by e-mail to susana@westendbiz.ca and anna@westendbiz.ca , or in person at 621 Erin Street, Monday through Friday, between the hours of 9:00 am and 4:30 pm. Only those selected for interviews will be contacted. This posting will remain open until a suitable candidate is selected.