

## **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](mailto:susana@westendbiz.ca) and [anna@westendbiz.ca](mailto: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.