



Have you been looking for a new career opportunity? A chance to show off your skills? Manpower is looking for a motivated and professional Administrative Assistant for our client in the Dartmouth area.

As the term Administrative Assistant, you will provide a full range of administrative duties to support our client's programs, with an emphasis on data entry and application processing. You are a collaborative team player who takes personal accountability to deliver on what is expected in the role and who strives for excellence every day. You are flexible and have an above average attention to detail and the ability to meet deadlines in a fast-paced environment.

If you have strong data entry skills, 2-5 years' experience in administration and a positive attitude, we want to hear from you! This is a contract opportunity with a flexible pay rate and full-time hours.

The successful candidate will have:

- 2-5 years' experience in administration
- A diploma in office administration or equivalent experience
- A customer-focused approach with a service-oriented mindset
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in Microsoft Office suite of applications, such as Word, Excel, and Outlook
- Attention to detail and problem solving skills
- The ability to think critically, multi-task and stay organized in fast-paced environment
- Excellent written and verbal communication skills

Manpower offers associates valuable work experience, opportunities for training & development, and professional advice. Manpower also has great perks for associates including discounts on hotels, home & auto insurance, apparel, and much more!

Apply online: [www.manpower.ca](http://www.manpower.ca)

Apply by email: [Halifax.ns@manpower.com](mailto:Halifax.ns@manpower.com)

ManpowerGroup recognizes the importance of providing an accessible and barrier-free environment. We are committed to creating a welcoming, fair and inclusive environment by offering equal opportunity to access our services. At ManpowerGroup, we are committed to providing accommodations, and will work with you to meet your needs.

We love referrals! Refer a friend to Manpower and receive a Referral Bonus!!

[www.manpower.ca/referral](http://www.manpower.ca/referral)