



## Admin Assistant

**Posted by:** CCG Business Consulting Services Inc.

**Posting date:** 26-Apr-2024      **Closing date:** 23-Oct-2024

**Education:** Secondary or a one- or two-year college or other program for administrative assistants or secretaries or previous clerical experience is required.

**Language:** English

**Job location:** Toronto

**Salary:** \$25 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2259805

Expired

## Job description:

Salary: \$25.00/hr (Overtime: \$38/hr)

Benefits: 2-3 weeks vacation, 3 personally paid sick days

Job Duty:

- Prepare, key in, edit, and proofread correspondence, invoices, presentations, brochures, publications, reports, and related materials from machine dictation and handwritten copy.
- Open and distribute incoming regular and electronic mail and other materials, and coordinate the flow of information internally and with other departments and organizations.
- Schedule and confirm appointments and meetings for the employer.
- Order office supplies and maintain inventory.

- Answer telephone and electronic inquiries and relay telephone calls and messages.
- Set up and maintain manual and computerized information filing systems.
- Determine and establish office procedures to enhance efficiency.
- Greet visitors, ascertain the nature of business, and direct visitors to the employer or appropriate person.
- Record and prepare minutes of meetings.
- Arrange travel schedules and make reservations.
- May compile data, statistics, and other information to support research activities.
- May supervise and train office staff in procedures and the use of current software.
- May organize conferences.

Requirements:

- Proven experience as an administrative assistant or in a similar role.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint).
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Attention to detail and accuracy in work.
- Ability to multitask and prioritize tasks effectively.
- Professional demeanor and strong interpersonal skills.
- Knowledge of office procedures and office management systems.
- Flexibility to adapt to changing priorities and work schedules.
- High school diploma or equivalent; additional qualifications as an administrative assistant or secretary are a plus.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [lanvocanada1712@gmail.com](mailto:lanvocanada1712@gmail.com)**

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