



## Administrative Assistant

**Posted by:** IDEKUS INC

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

**Education:** Secondary High School minimum

**Language:** English

**Job location:** Mississauga

**Salary:** \$25 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3621241

Expired

### Job description:

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

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

**Job duties:**

- Prepare, input, revise, and proofread various documents, including correspondence, presentations, reports, and other materials.
- Manage incoming regular and electronic mail, ensuring smooth communication flow within the organization and with external parties.

- Coordinate and confirm appointments and meetings for the employer, maintaining an organized schedule.
- Handle office supply orders
- Respond to telephone and email inquiries, relay messages, and direct calls to the appropriate individuals.
- Establish and maintain computerized filing systems to efficiently manage information.
- Develop and implement office procedures to optimize workflow and productivity.
- Welcome guests, determine the purpose of their visit, and direct them to the appropriate person or department.
- Record and transcribe meeting minutes accurately for documentation purposes.
- Arrange travel arrangements, including scheduling and making reservations as needed.
- Compile data, statistics, and other information to support research initiatives, if required.
- Supervise and train office staff on procedures and software usage to enhance their skills and efficiency.
- Coordinate and organize conferences as necessary.

**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.

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

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