



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

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