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Administrative Assistant

Posted by: 12404168 CANADA INC.

Posting date: 23-May-2024 **Closing date:** 19-Nov-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Sudbury

Salary: \$29.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ3746254

Job description:

Job details

Location

Cambridge, ON N1R 7L6

Salary

\$29.00 hourly / 35 hours per Week

Terms of employment

Permanent employment, Full time

Employment conditions:

Day, Flexible Hours, Morning, Shift

Start date

Starts as soon as possible

Vacancies 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

Work setting

- Retail/wholesale establishment/distribution centre

Responsibilities

Tasks

- Direct and control daily operations
- Direct staff and evaluate daily operations
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Plan and organize daily operations
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages, and answer electronic enquiries
- Oversee the development of communication strategies
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Arrange travel, and related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry and provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks

- Consult with clients after the sale to provide ongoing support

Supervision

- 1 to 2 people

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Attention to detail
- Repetitive tasks

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

sairavandeep@gmail.com