ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted by: Davis Psychotherapy Group

Posting date:01-Jun-2024 **Closing date**: 28-Nov-2024

Education: Secondary (high) school graduation certificate

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**: CAJ3707693

Expired

Job description:

Job Description

ADMINISTRATIVE ASSISTANT (NOC: 13110)
Posted on December 04, 2023, reposted on June 1, 2024 by Davis Psychotherapy Group

JOB DETAILS
Location
North York, Ontario M3H 3S3

Salary
25.00 hourly / 30 to 40 hours per Week

Terms of employment
Permanent employment

Full time
Day, Evening, Morning

Start date
Starts as soon as possible

Vacancies
1 vacancy

OVERVIEW
Languages
English

Education
Secondary (high) school graduation certificate

Experience
Experience an asset

Work setting
Health care institution, facility or clinic

Responsibilities
Tasks
• Record and prepare minutes of meetings, seminars and conferences
• Schedule and confirm appointments
• Answer telephone and relay telephone calls and messages
• Answer electronic enquiries

• Compile data, statistics and other information
• Arrange travel, related itineraries and make reservations
• Greet people and direct them to contacts or service areas
• Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
• Set up and maintain manual and computerized information filing systems
• Type and proofread correspondence, forms and other documents
• Perform data entry
• Provide customer service
• Maintain and manage digital database
• Perform basic bookkeeping tasks

Experience and specialization
• Computer and technology knowledge
• MS Outlook
• MS Windows
• MS Office
• Electronic mail

Area Of Specialization
• Correspondence
• Reports and records
• Invoices
• Additional information

Transportation/travel information
Public transportation is available

Work conditions and physical capabilities
• Fast-paced environment
• Work under pressure
• Attention to detail
• Repetitive tasks

Personal suitability
• Ability to multitask
• Excellent oral communication
• Excellent written communication
• Flexibility
• Judgement
• Organized
• Accurate
• Client focus
• Reliability
• Time management
• Adaptability

WHO CAN APPLY TO THIS JOB?
The employer accepts applications from:
• Canadian citizens and permanent or temporary residents of Canada.
• Other candidates with or without a valid Canadian work permit.

HOW TO APPLY
Direct Apply
By applying directly on Job Bank (Direct Apply)

By email
adavis-careers@post.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: adavis-careers@post.com

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