



## Administrative assistant

**Posted by:** 2860700 ONTARIO INC

**Posting date:** 30-Jun-2024      **Closing date:** 27-Dec-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Stoney Creek

**Salary:** \$30 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4050748

Expired

## Job description:

### Administrative assistant Verified

Posted on June 30, 2024 by 2860700 ONTARIO INC .

#### Job details

Stoney Creek, ON

L8J 0K6

30.00 hourly / 30 hours per Week

Permanent employment Full time

Day, Evening, Morning

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2981302

## Overview

### Languages

English

### Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

### Experience

1 year to less than 2 years

## Responsibilities

### Tasks

Coordinate the flow of information within the team

Plan and organize daily operations

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages  
Answer electronic enquiries  
Order office supplies and maintain inventory  
Arrange travel, related itineraries and make reservations  
Greet people and direct them to contacts or service areas  
Perform data entry  
Provide customer service  
Supervise office and volunteer staff

## **Experience and specialization**

### **Computer and technology knowledge**

MS Outlook  
MS Windows  
MS Office

## **Benefits**

### **Other benefits**

Free parking available

## **How to apply**

### **By email**

[amha\\_8691@outlook.com](mailto:amha_8691@outlook.com)

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**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: [amha\\_8691@outlook.com](mailto:amha_8691@outlook.com)**

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