



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

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

Posted on canadianjobportal.com