



## Administrative assistant - office

**Posted by:** London Language Institute Inc.

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

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

**Language:** English

**Job location:** London

**Salary:** \$30 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1712368

Expired

## Job description:

### Administrative assistant - office

Verified

Posted on July 01, 2024 by [London Language Institute Inc.](#)

#### Job details

London, ON

N6A 1M6

30.00 hourly / 30 hours per Week

Permanent employment Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2981485

## Overview

### Languages

English

### Education

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

### Experience

1 year to less than 2 years

### Work setting

Business services

## 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
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Arrange travel, 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
- Conduct research
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Windows
- MS Office
- Adobe Acrobat Reader
- Electronic mail

## **Benefits**

### **Other benefits**

- Free parking available

## **How to apply**

### **By email**

[jobs@linstitute.com](mailto:jobs@linstitute.com)

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter

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: [jobs@linstitute.com](mailto:jobs@linstitute.com)

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