



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@llinstitute.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@llinstitute.com

Posted on canadianjobportal.com