



Administrative secretary

Posted by: Tramites Canada For You Immigration Services

Posting date: 23-Jul-2024 **Closing date:** 19-Jan-2025

Education: College diploma or higher

Language: English

Job location: Toronto

Salary: \$28.5 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4764646

Expired

Job description:

Administrative secretary

Location: North York, ON
M3J 3K6

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

Responsibilities

Tasks

- Open and distribute mail and other materials
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Type and proofread correspondence, forms and other documents
- Maintain and manage digital database
- Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word

Additional information

Personal suitability

- Ability to multitask
- Team player
- Accurate
- Dependability

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: tc@tramitescanadaforyou.ca

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