



Administrative assistant

Posted by: Active Green and Ross

Posting date: 24-Jul-2024 **Closing date:** 20-Jan-2025

Education: Bachelor's degree

Language: English

Job location: London

Salary: \$29.00 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ7114552

Expired

Job description:

Responsibilities

Tasks

- Direct and control daily operations
- Evaluate daily operations
- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers

- Establish and implement policies and procedures
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Compile data, statistics and other information
- Advise senior management
- Respond to employee questions and complaints
- Oversee payroll administration
- Greet people and direct them to contacts or service areas
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury

Experience and specialization

Computer and technology knowledge

MS Office

Technical terminology

Engineering

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: 471auto@gmail.com

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