



Administrative assistant

Posted by: SPEEDY CASH & CELL MART

Posting date: 31-Jul-2024 **Closing date:** 27-Jan-2025

Education: Bachelor's degree

Language: English

Job location: Scarborough

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3344538

Expired

Job description:

Responsibilities

Tasks

- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments

- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Perform basic bookkeeping tasks
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

Experience and specialization

Computer and technology knowledge

- Google Docs
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Quick Books

Technical terminology

- Financial

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail

Personal suitability

- Ability to multitask

Flexibility
Organized
Accurate
Quick learner

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: kingstoncashmart@gmail.com

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