



Administrative Assistant (NOC: 13110)

Posted by: Parkview Building Supplies Ltd.

Posting date: 21-Aug-2024 **Closing date:** 17-Feb-2025

Education: Secondary (high) school

Language: English

Job location: East York

Salary: \$29 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ2499670

Expired

Job description:

Administrative Assistant (NOC: 13110)

Posted on August 21, 2024 by Parkview Building Supplies Ltd.

JOB DETAILS

Location

46 Northline Road,
East York, Ontario M4B 3E2

Workplace information

On site

Salary

29.00 hourly / 40 hours per Week

Terms of employment

Permanent employment

Full time

Shifts

Day, Early Morning, Evening, Morning, Weekend

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW**Languages**

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

RESPONSIBILITIES**Tasks**

- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Review HR projects to assure compliance with laws and regulations
- Establish and implement policies and procedures
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- 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
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Consult with clients after sale to provide ongoing support

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

MS Excel
MS PowerPoint
MS Windows
MS Word
MS Office
Electronic mail

Area of specialization

Correspondence
Reports and records
Contracts
Invoices

ADDITIONAL INFORMATION

Work conditions and physical capabilities

Ability to work independently
Fast-paced environment
Work under pressure
Attention to detail
Repetitive tasks
Large caseload
Work with minimal supervision

Personal suitability

Ability to multitask
Excellent written communication
Flexibility
Judgement
Organized
Team player
Accurate
Client focus
Reliability
Time management
Adaptability
Accountability
Dependability
Due diligence
Quick learner

WHO CAN APPLY TO THIS JOB?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

HOW TO APPLY

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

parkviewbldgsupplies-jobs@post.com

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: parkviewbldgsupplies-jobs@post.com

Posted on canadianjobportal.com