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## **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

## **Job description:**

## **Administrative Assistant (NOC: 13110)**

Posted on August 21, 2024 by [Parkview Building Supplies Ltd.](#)

### **JOB DETAILS**

#### **Location**

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](mailto:parkviewbldgsupplies-jobs@post.com)