



Administrative Assistant

Posted by: Gino's Pizza, Inc.

Posting date: 24-Aug-2024 **Closing date:** 20-Feb-2025

Education: High School

Language: English

Job location: Georgetown

Salary: \$25.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3713991

Expired

Job description:

Duties:

- Type and Proofread electronic correspondence, documents, forms, reports etc.
- Greet people and direct them to the appropriate service areas.
- Answer telephone and communicate telephone calls and messages.
- Schedule and confirm appointments and meetings.
- Work on the regular incoming emails and other material and co-ordinate the flow of Information internally and with other departments.
- Compile data and other information in excel or other MS office software
- Set up and organize manual and computerized information filing systems.
- Arrange shipments/deliveries related schedules and make reservations accordingly.

- Order office supplies and maintain warehouse inventory.

Education: High School
Experience: 1+ year in administrative role
Salary: \$25.50 per hour for 30 hours/week
Address: 25 Brownridge Road, Halton Hills, ON L7G 0C6 CANADA
Terms of Employment: Full-time, Permanent
Email: ginospizzahr@gmail.com
Benefits: Group extended medical Insurance; Group Dental insurance

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: ginospizzahr@gmail.com

Posted on canadianjobportal.com