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## 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

## 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](mailto:ginospizzahr@gmail.com)  
Benefits: Group extended medical Insurance; Group Dental insurance