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ADMINISTRATIVE ASSISTANT

Posted by: PRESOTEA

Posting date: 30-Aug-2024 **Closing date:** 26-Feb-2025

Education: Completion of secondary school is usually required.

Language: English

Job location: Toronto ON

Salary: \$25 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ6729075

Job description:

ADMINISTRATIVE ASSISTANT | PRESOTEA | NOC 13110

We are seeking a dynamic and organized administrative assistant to join our team at Presotea. As an administrative assistant, you will play a key role in supporting our business operations and ensuring a seamless guest experience.

Job Responsibilities:

- €Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- €Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- €Schedule and confirm appointments and meetings of employer
- €Order office supplies and maintain inventory

- €Answer telephone and electronic enquiries and relay telephone calls and messages
- €Set up and maintain manual and computerized information filing systems
- €Determine and establish office procedures
- €Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- €Record and prepare minutes of meetings
- €Arrange travel schedules and make reservations
- €May compile data, statistics and other information to support research activities
- €May supervise and train office staff in procedures and in use of current software
- €May organize conferences.

Required languages: ENGLISH

Employment requirements

- €Completion of secondary school is usually required.
- €Completion of a one- or two-year college or other program for administrative assistants or secretaries or previous clerical experience is required.

Qualifications and Skills:

- Ø Previous experience in an administrative or customer service role is an asset
- Ø Strong organizational skills and attention to detail
- Ø Excellent communication and interpersonal skills
- Ø Ability to multitask and prioritize tasks effectively
- Ø Proficiency in MS Office and basic computer skills

Ø Full Time

Ø Monday to Friday

Ø Schedule:

Ø 40 hours per week

Ø \$25/HR

Email Your Resume: sinocanjobs@gmail.com

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