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Administrative Assistant

Posted by: GTA Plumbing and Electrical Supplies Ltd

Posting date: 27-Sep-2024 **Closing date:** 26-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Brampton ON

Salary: \$\$28.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5116985

Job description:

Administrative Assistant

By GTA Plumbing and Electrical Supplies Ltd

Job details

Brampton, ON

L6W 4P2

On site

28.50 hourly / 35 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

1 vacancy

Job Bank #3088809

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 flow of information within the team

Open and distribute mail and other materials

Plan and organize daily operations

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages
Oversee the analysis of employee data and information
Answer electronic enquiries
Compile data, statistics and other information
Advise senior management
Respond to employee questions and complaints
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

Experience and specialization

Computer and technology knowledge

MS Excel
MS Outlook
MS Word
Electronic mail

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

gtoplumbing9@gmail.com