

canadianjobportal.com

Administrative Assistant

Posted by: Target Transport Ltd.

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

Education: Secondary (high) school graduation certificate

Language: English

Job location: Brampton

Salary: \$\$29.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ6372424

Job description:

Administrative Assistant

By Target Transport Ltd.

Job details

Brampton, ON

L6T 4Z5

On site

29.00 hourly / 35 hours per Week

Permanent employment

Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3088800

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

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

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

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
Carry out administrative and clerical activities (record keeping, scheduling etc.)
Oversee and co-ordinate office administrative procedures
Review and evaluate new administrative procedures
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

Experience and specialization

Computer and technology knowledge

MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word
MS Office

Additional information

Work conditions and physical capabilities

Tight deadlines
Attention to detail
Repetitive tasks
Large workload

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

By email

transporttarget9@gmail.com