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administrative assistant

Posted by: Medusa Shisha Bar and Lounge

Posting date: 29-Aug-2024 **Closing date:** 25-Feb-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Waterloo

Salary: \$28.40 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4590743

Job description:

Job Details

- **Employment:** Permanent, full-time
- **Start date:** As soon as possible
- **Hours/week:** 32

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Experience an asset

On site: Work must be completed at the physical location. There is no option to work remotely.

• Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Open and distribute mail and other materials
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- 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
- Maintain and manage digital database

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

medusalounge462@gmail.com