



## Automotive Mechanic

**Posted by:** GRS Logistics

**Posting date:** 04-Feb-2023

**Closing date:** 11-Oct-2023

**Education:** Graduation

**Language:** English. Punjabi

**Job location:**

**Salary:** \$23.00

**Years of Experience:** 2 years

**Vacancy:** 5

**Job Type:** Full Time

**Job id:** CAJ5487545

Expired

## Job description:

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### Job details

- Salary \$23.00 / hour
- vacancies 1 vacancy
- Employment groups: Youth Veterans of the Canadian Armed Forces Indigenous people Newcomers to Canada Seniors
- Terms of employment Permanent employment Full time 35 hours / week
- Start date As soon as possible
- Employment conditions: Morning Day Evening Weekend
- Employer covers the relocation costs

## **Job requirements**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

1 year to less than 2 years

Work Setting

Relocation costs covered by employer

Personal Suitability

Ability to multitask Accurate Client focus Flexibility Organized Reliability Team player

Area of Specialization

Correspondence Reports and records Contracts Statistics Financial statements Invoices

Charts tables graphs and diagrams

Computer and Technology Knowledge

Electronic medical records Microsoft Visio MS Access MS Excel MS Office MS PowerPoint

MS Word MS Windows

Tasks

Supervise other workers Train other workers 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 Greet people and direct them to contacts or service areas Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information Set up and maintain manual and computerized information filing systems Type and proofread correspondence forms and other documents

Work Conditions and Physical Capabilities

Fast-paced environment Tight deadlines Repetitive tasks Attention to detail  
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