



ADMINISTRATIVE ASSISTANT - OFFICE (NOC 13110)

Posted by: HEALTH MEDICA TORONTO

Posting date: 02-Apr-2025 **Closing date:** 29-Sep-2025

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Job location: Toronto

Salary: \$35 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ7649415

Job description:

ADMINISTRATIVE ASSISTANT - OFFICE (NOC 13110)

Employer details

HEALTH MEDICA TORONTO

Job details

- Location: Toronto, ON M4R 1K8
- Workplace information: On site
- Salary: 35.00 hourly / 30 hours per Week

- Terms of employment
Permanent employmentFull time
- Flexible Hours
- Starts as soon as possible
- vacancies: 1 vacancy

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

- Open and distribute mail and other materials
- Plan and organize daily operations
- Determine and establish office procedures and routines
- 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
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

- Google Docs
- MS Excel
- MS Word
- MS Office
- Quick Books
- Adobe Acrobat Reader
- Google Drive

Additional information

Transportation/travel information

- Public transportation is available

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

Personal suitability

- Ability to multitask
- Flexibility
- Judgement
- Organized
- Team player
- Client focus
- Reliability
- Time management
- Accountability
- Dependability
- Due diligence
- Quick learner

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email:

gihanmmm@hotmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

Posted on canadianjobportal.com