



## **administrative Assistant**

**Posted by:** Travels Inn Victoria

**Posting date:** 08-Jan-2025      **Closing date:** 07-Jul-2025

**Education:** high school

**Language:** English

**Job location:** Cape Breton

**Salary:** \$26.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ6999913

**Expired**

### **Job description:**

- Arrange and co-ordinate seminars, conferences, etc.
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Provide customer service
- Perform basic bookkeeping tasks

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [travelsinnjobs@proton.me](mailto:travelsinnjobs@proton.me)

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