



## **Admin Officer**

**Posted by:** Travels Inn Victoria County

**Posting date:** 06-Dec-2024      **Closing date:** 03-Jun-2025

**Education:** high school

**Language:** English

**Job location:** Cape Breton

**Salary:** \$25.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ2141535

Expired

## **Job description:**

Receive and forward telephone or electronic inquiries.  
Sort, process and verify applications, receipts, and other documents.  
Process incoming and outgoing mail manually or electronically.  
Send and receive messages.  
Provide customer service.  
File material in the storage area.  
Label, file, and retrieve documents.  
Photocopy and collate documents for distribution, mailing, and filing.  
Order office supplies and maintain inventory.  
May organize the flow of work for other office support workers.  
May perform basic bookkeeping tasks such as preparing invoices and bank deposits.

**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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