



administrative assistant

Posted by: Grocery Brooks

Posting date: 23-Apr-2023 **Closing date:** 11-Aug-2023

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: 1 year to less than 2 years

Job location:

Salary: \$\$26

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ4050247

Expired

Job description:

- Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- Experience: 1 year to less than 2 years

Work setting

- Retail/wholesale establishment/distribution centre

Tasks

- Supervise other workers
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries

- Compile data, statistics and other information
- Arrange travel, related itineraries and make reservations
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Respond to employee questions and complaints
- Plan, develop and implement recruitment strategies
- Plan and control budget and expenditures
- Oversee the preparation of reports
- Oversee the classification and rating of occupations
- Manage contracts
- Manage training and development strategies
- Establish and implement policies and procedures
- Assign, co-ordinate and review projects and programs
- Organize and administer staff consultation and grievance procedures
- Oversee payroll administration
- Advise senior management
- Plan, organize, direct, control and evaluate daily operations

Screening questions

- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?
- Do you have previous experience in this field of employment?
- Work Term: Permanent
- Work Language: English
- Hours: 35 to 40 hours per week

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