



## Administrative Assistant

**Posted by:** 651093 Ontario Limited / Trans - Ontario Express

**Posting date:** 28-Dec-2023      **Closing date:** 25-Jun-2024

**Education:** Bachelor's degree

**Language:** English

**Job location:** Toronto

**Salary:** \$27

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6421504

## Job description:

### Administrative Assistant Position - Scarborough, ON

We are hiring an Administrative Assistant for a transportation company based in Scarborough, ON. This full-time, permanent position offers a collaborative and dynamic work environment. The role includes a variety of responsibilities and requires strong organizational and communication skills. Attractive health and financial benefits are part of the package.

**Work location:** Scarborough, ON, M1B 2W3

**Permanent employment 36 to 40 hours per Week**

**Starts as soon as possible**

**Benefits:** Health benefits, Financial benefits

## **Overview**

### **Languages**

English

### **Education**

- Bachelor's degree
- or equivalent experience

### **Experience**

1 year to less than 2 years

### **Work setting**

- Transportation company

## **Responsibilities**

### **Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- Supervise other workers
- Train, direct and motivate staff
- Record and prepare minutes of meetings, seminars and conferences
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Maintain and manage digital database

### **Supervision**

- 1 to 2 people

## **Experience and specialization**

## **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Adobe Photoshop
- MS Office
- Adobe Acrobat Reader
- Electronic mail

## **Area of specialization**

- Correspondence
- Reports and records
- Statistics
- Charts, tables, graphs and diagrams

## **Additional information**

### **Security and safety**

- Criminal record check

### **Work conditions and physical capabilities**

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

### **Personal suitability**

- Ability to multitask
- Excellent oral communication
- Excellent written communication

- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Adaptability
- Quick learner

## **Benefits**

### **Health benefits**

- Health care plan

### **Financial benefits**

- As per collective agreement
- Bonus

**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: [hr@trans-ontario.com](mailto:hr@trans-ontario.com)**

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