



Administrative Officer

Posted by: Taryan Real Estate Corp.

Posting date: 29-Jan-2024 **Closing date:** 27-Jul-2024

Education: College or equivalent

Language: English

Job location: Pelham

Salary: \$27.00

Years of Experience: 7 months to less than 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4969123

Job description:

We are looking for a Adminsitraive Assistant who will work at our work location on Satellite drive in Mississauga, Ontario.

Work hours will be 5 hours per day/ 30 per week, Monday to Friday.

- Review, evaluate and implement new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Train staff
- Oversee and co-ordinate office administrative procedures

Some travel to the work location in Pelham, Ontario will be required therefore candidate must have their own car.

Experience in Microsoft Office including Word, Excel and Outlook will be required.

Posted on canadianjobportal.com