



## Administrative assistant

**Posted by:** Harlen Trucking Inc.

**Posting date:** 06-Feb-2024      **Closing date:** 04-Aug-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Brampton

**Salary:** \$25

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2401660

## Job description:

### About Harlen Trucking Inc:

**Harlen Trucking Inc** is a transportation and logistics company located in Brampton, Ontario, Canada. We provide transportation services to companies operating within a wide range of industries. **Harlen Trucking Inc** is proud of its dynamic and diverse work culture. Team members at all levels are friendly and approachable with a true team orientation throughout. Currently we are hiring a Administrative assistant in our office to help us in administrative operations.

### Position Details

Company Name: **Harlen Trucking Inc**

Company Location: 74 BAYHAMTOPN DRIVE, Brampton, ON L6P 2S7

Position: Administrative assistant-NOC 13110

Job Type: Full-Time; Permanent

Salary: \$25.00 per hour

Number of positions: 1

Work location: 74 BAYHAMTOPN DRIVE, Brampton, ONL6P 2S7

Start date: As soon as possible.

**Job Responsibilities:**

- Plan and control budget and expenditures
- Supervise other workers
- Establish and implement policies and procedures
- Train other workers
- Train, direct and motivate staff
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Oversee payroll administration
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Work with the marketing department to understand and communicate marketing messages to the field
- Perform basic bookkeeping tasks
- Consult with clients after sale to provide ongoing support
- Supervise office and volunteer staff

### **Experience and Education-Required**

Secondary (high) school graduation certificate

1 to less than 7 months

### **How to apply?**

If your qualifications match our criteria, then please apply by sending your resume at:

[harlentrukinginc@gmail.com](mailto:harlentrukinginc@gmail.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**