



ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted by: All Season Fencing Ltd

Posting date: 12-Mar-2024 **Closing date:** 01-Apr-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Markham

Salary: \$24.55 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5947479

Expired

Job description:

ADMINISTRATIVE ASSISTANT (NOC: 13110)

JOB DETAILS

Location

350 Flint Road North York
ON M3J 2J4

Salary

24.55 hourly / 40 hours per Week

Terms of employment

Permanent employment

Full time

Day, Morning

Start date

Starts as soon as possible

Benefits:

Other benefits

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

Work setting

Manufacture

Retail/wholesale establishment/distribution centre

RESPONSIBILITIES

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Supervise other workers
- Train other workers
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations

- 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
- Conduct research
- Perform data entry
- Provide customer service

Experience and specialization

Computer and technology knowledge

MS Excel

MS Outlook

MS Windows

MS Word

MS Office

Electronic mail

Area of specialization

Correspondence

Reports and records

Contracts

ADDITIONAL INFORMATION

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

Personal suitability

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

- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management

Benefits

Other benefits

Learning/training paid by employer

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

allseasonfencing-jobs@post.com

This job posting includes screening questions. Please answer the following questions when applying:

Are you currently legally able to work in Canada?

Do you currently reside in proximity to the advertised location?

Do you have previous experience in this field of employment?

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: allseasonfencing-jobs@post.com

Posted on canadianjobportal.com