



Office Admin Assistant

Posted by: Team Home Realty Inc.

Posting date: 20-Mar-2024 **Closing date:** 16-Sep-2024

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

Language: English

Job location: Waterloo

Salary: \$27.25-28.25 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ7133841

Expired

Job description:

Work setting

Real estate

Remote location

Responsibilities

Tasks

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Oversee the preparation of reports
Respond to employee questions and complaints
Plan, organize, direct, control and evaluate daily operations
Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
Type and proofread correspondence, forms and other documents
Perform data entry
Provide customer service
Establish work priorities and ensure procedures are followed and deadlines are met
Manage difficult situations with customers
Review, evaluate and implement new administrative procedures
Carry out administrative activities of establishment
Assemble data and prepare periodic and special reports, manuals and correspondence
Address customers' complaints or concerns
Schedule work of other staff
Supervision
1 to 2 people
Experience and specialization
Computer and technology knowledge
Google Docs
Microsoft Publisher
MS Excel
MS PowerPoint
MS Windows
MS Word
Electronic scheduler
Social Media
MS Office
Electronic mail
Spreadsheet

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: teamhomerealtycareers@gmail.com

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