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## Administrative assistant

**Posted by:** 2860700 ONTARIO INC

**Posting date:** 30-Jun-2024      **Closing date:** 27-Dec-2024

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

**Language:** English

**Job location:** Stoney Creek

**Salary:** \$30 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ6728212

## Job description:

### Administrative assistant Verified

Posted on June 30, 2024 by 2860700 ONTARIO INC .

#### Job details

Stoney Creek, ON

L8J 0K6

30.00 hourly / 30 hours per Week

Permanent employment Full time

Day, Evening, Morning

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2981302

## Overview

### Languages

English

### Education

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

### Experience

1 year to less than 2 years

## Responsibilities

### Tasks

Coordinate the flow of information within the team

Plan and organize daily operations

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas

Perform data entry

Provide customer service

Supervise office and volunteer staff

## **Experience and specialization**

### **Computer and technology knowledge**

MS Outlook

MS Windows

MS Office

## **Benefits**

### **Other benefits**

Free parking available

## **How to apply**

### **By email**

[amha\\_8691@outlook.com](mailto:amha_8691@outlook.com)

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