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## Administrative assistant

**Posted by:** Active Green and Ross

**Posting date:** 24-Jul-2024      **Closing date:** 20-Jan-2025

**Education:** Bachelor's degree

**Language:** English

**Job location:** London

**Salary:** \$29.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ5580440

## Job description:

### Responsibilities

#### Tasks

- Direct and control daily operations
- Evaluate daily operations
- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers
- Establish and implement policies and procedures
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments

Answer telephone and relay telephone calls and messages  
Oversee the analysis of employee data and information  
Answer electronic enquiries  
Compile data, statistics and other information  
Advise senior management  
Respond to employee questions and complaints  
Oversee payroll administration  
Greet people and direct them to contacts or service areas  
Perform data entry  
Provide customer service  
Maintain and manage digital database  
Perform basic bookkeeping tasks  
Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

### **Technical terminology**

Engineering