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## Administrative Assistant

**Posted by:** Tilak Projects Inc/Kumon Math and Reading Centre of Port Algin

**Posting date:** 05-Aug-2024      **Closing date:** 01-Feb-2025

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

**Language:** English

**Job location:** Port Elgin

**Salary:** \$23 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ7243884

## Job description:

# Administrative Assistant

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### Administrative Assistant (13110)

<b>Employer:</b>	<b>Kumon Math and Reading Centre of Port Algin</b>
<b>Location:</b>	<b>Port Algin, ON N0H 2C2</b>
<b>Salary:</b>	<b>23.00 hourly / 30 to 35 hours per Week</b>
<b>Job Type:</b>	<b>Permanent, Full Time</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Language:</b>	<b>English</b>
<b>Minimum Education:</b>	<b>Secondary (high) school graduation certificate</b>
<b>Position Available:</b>	<b>1</b>

**NOC Group:** 13110— **Administrative Assistant**

### **Job Details:**

As an Administrative Assistant, you will handle a variety of tasks to support the efficient operation of the office. Responsibilities include managing correspondence, scheduling meetings, organizing files, and preparing documents. You will coordinate office activities, assist with customer inquiries, and maintain records. Your role involves liaising with staff, providing administrative support to executives, and ensuring smooth day-to-day office functions. Strong organizational, communication, and multitasking skills are essential.

### **Responsibilities:**

- Arranging and coordinating seminars, conferences, etc.
- Coordinating the activities of the HR department in order to ensure they meet the organization's goals
- Directing staff
- Motivating staff
- Planning and controlling budget and expenditures
- Establishing and implementing policies and procedures
- Recording and preparing minutes of meetings, seminars, and conferences
- Planning, developing, and implementing recruitment strategies
- Scheduling and confirming appointments
- Managing contracts
- Managing training and development strategies
- Answering telephone and relaying telephone calls and messages
- Answering electronic enquiries
- Compiling data, statistics, and other information
- Overseeing the preparation of reports
- Advising senior management
- Ordering office supplies and maintaining inventory
- Greeting people and directing them to contacts or service areas
- Setting up and maintaining manual and computerized information filing systems
- Performing data entry
- Providing customer service

**Requirements:**

- Secondary (high) school graduation certificate
- Experience: 7 months to less than 1 year

To apply, please submit your resume **hirav.mci@gmail.com**. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.