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Administrative Assistant

Posted by: Gill Truck & Trailer Repair & Mobile Services

Posting date: 16-Aug-2024 **Closing date:** 12-Feb-2025

Education: High School

Language: English

Job location: Mississauga

Salary: \$25.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: NCJ3787272

Job description:

- Set up and organize manual and computerized information filing systems;
- Type and Proofread electronic correspondence, documents, forms, reports etc.;
- Work on the regular incoming emails and other material and co-ordinate the flow of Information internally and with other departments;
- Greet people and direct them to the interested contacts or service areas;
- Arrange shipments/deliveries related schedules and make reservations accordingly;
- Order office supplies and maintain warehouse inventory;
- Compile data , statistics and other information in excel or other MS office software;
- Answer Electronic inquires;
- Answer telephone and communicate telephone calls and messages;
- Schedule and confirm appointments and meetings.

Experience: 1 year in administrative support role

Salary: \$25.50 per hour for 30 hours/week

Address: 1295 Shawson Dr., Mississauga Ontario L6W 1C4 Canada (May apply by mail at this address)

Email: gilltruckhr@gmail.com

Terms of Employment: Full-time, Permanent