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# Administrative Assistant

**Posted by:** Target Transport Ltd.

**Location:** Brampton

**Salary:** \$\$29.00 Per Hour

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## Job Details

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**Job ID**

NCJ2006347

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**Posting Date :** 27-Sep-2024

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**Expiry Date :** 26-Mar-2025

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

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**Language :** English

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**Vacancies :** 1

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

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**Job Type :** Full Time

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## Job Description

### Administrative Assistant

By Target Transport Ltd.

**Job details**

Brampton, ON  
L6T 4Z5

On site

29.00 hourly / 35 hours per Week

Permanent employment

Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3088800

## **Overview**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

7 months to less than 1 year

### **On site**

Work must be completed at the physical location. There is no option to work remotely.

## **Responsibilities**

### **Tasks**

Coordinate the flow of information within the team

Open and distribute mail and other materials

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Carry out administrative and clerical activities (record keeping, scheduling etc.)

Oversee and co-ordinate office administrative procedures

Review and evaluate new administrative procedures

Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel

MS Outlook

MS PowerPoint

MS Windows

MS Word

MS Office

## **Additional information**

### **Work conditions and physical capabilities**

Tight deadlines

Attention to detail

Repetitive tasks

Large workload

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## **Who can apply to this job?**

### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.

- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## How to apply

### By email

transporttarget9@gmail.com

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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: [transporttarget9@gmail.com](mailto:transporttarget9@gmail.com)

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