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# Administrative assistant

**Posted by:** ORBIT EXPRESS INC

**Location:** Mississauga

**Salary:** \$29.50 Per Hour

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## Job Details

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**Job ID**

NCJ2236828

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**Posting Date :** 08-Oct-2024

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**Expiry Date :** 06-Apr-2025

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**Education :** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

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**Language :** English

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**Vacancies :** 2

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

**Tasks**

Assist with staff consultation and grievance procedures

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Coordinate the flow of information within the team

Direct and control daily operations

Open and distribute mail and other materials

Plan and control budget and expenditures

Plan and organize daily operations

Supervise other workers

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Manage training and development strategies

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports

Advise senior management

Order office supplies and maintain inventory

Provide customer service

Work with the marketing department to understand and communicate marketing messages to the field

Maintain and manage digital database

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel

MS Outlook

MS PowerPoint

MS Word

MS Office

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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: [careers.orbitexpress@gmail.com](mailto:careers.orbitexpress@gmail.com)**

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