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Administrative Assistant-office

Posted by: OMG Travel & Tours

Posting date: 02-Sep-2024 **Closing date:** 01-Mar-2025

Education: Secondary School

Language: English

Job location: Trochu

Salary: \$30.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 3

Job Type: Full Time

Job id: NCJ7451741

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

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

Responsibilities

Tasks

- Establish and implement policies and procedures
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Provide customer service

Experience and specialization

Computer and technology knowledge

- Social Media
- MS Office
- Electronic mail

Additional information

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail

Personal suitability

Ability to multitask
Excellent oral communication
Excellent written communication
Organized
Client focus
Time management
Quick learner

Benefits

Other benefits

Free parking available

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**.