



Administrative Assistant-office

Posted by: OMG Travel & Tours

Location: Trochu

Salary: \$30.00 Per Hour

Job Details

Job ID

NCJ7451741

Posting Date : 02-Sep-2024

Expiry Date : 01-Mar-2025

Education : Secondary School

Language : English

Vacancies : 3

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

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**.

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: omg.applyforjob@gmail.com

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