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Administrative Assistant

Posted by: Mangat CPA Professional Corp.

Posting date: 18-Nov-2024 **Closing date:** 17-May-2025

Education: High School

Language: English

Job location: Etobicoke

Salary: \$27 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: NCJ3099144

Job description:

Company Name:

Mangat CPA Professional Corporation

5399 Eglinton Ave W Suite 202, Toronto, ON M9C 5K6

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Arrange and co-ordinate seminars, conferences, etc. Record and prepare minutes of meetings, seminars and conferences Determine and establish office procedures and routines

Schedule and confirm appointments Answer telephone and relay telephone calls and messages Answer electronic enquiries Compile data, statistics and other information Order office supplies and maintain inventory Arrange travel, related itineraries and make reservations Greet people and direct them to contacts or service areas Set up and maintain manual and computerized information filing systems Establish and implement policies and procedures Plan, organize, direct, control and evaluate daily operations

Experience and specialization

Computer and technology knowledge MS Excel MS Word MS Windows MS Outlook

Additional information

Security and safety Criminal record check

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

Fast-paced environment Repetitive tasks Attention to detail

Personal suitability

Ability to multitask, Accurate Excellent oral communication, Excellent written communication,

Organized Reliability, Team player

Benefits

\$27/ hour

Other benefits

Free parking available

send resume at : jasmangat.tax@gmail.com