



Administrative assistant - office (Support Claims & Returns Representative)

Posted by: American Tall

Location: Mississauga

Salary: \$46000 Per Year

Job Details

Job ID

NCJ4623833

Posting Date : 09-Jan-2025

Expiry Date : 08-Jul-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

We are looking for a dynamic and proactive administrative assistant (support claims and returns representative) to support the organization and execution of key tasks within the company. The ideal candidate will have prior experience in administrative or commercial roles and the ability to work effectively

in a team under pressure while maintaining a customer-oriented attitude.

Job details

Location: 375 Annagem Boulevard Mississauga, ON

L5T 3A7

Workplace information: On site

Salary: 46,000 annually / 30 hours per Week

Terms of employment: Permanent employment Full time

Day, Early Morning, Evening, Morning, Night, Weekend

Starts: as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

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

Direct and control daily operations

Train other workers

Determine and establish office procedures and routines

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries
Compile data, statistics and other information
Oversee the preparation of reports
Respond to employee questions and complaints
Liaise with management, union officials and HR consultants
Set up and maintain manual and computerized information filing systems
Type and proofread correspondence, forms and other documents
Conduct research
Perform data entry
Provide customer service
Consult with clients after sale to provide ongoing support

Experience and specialization

Area of specialization

Correspondence
Reports and records

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

resumes.americantall@gmail.com

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: resumes.americantall@gmail.com

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