



Admin Assistant

Posted by: Travels Inn Victoria County

Location: Cape Breton

Salary: \$25.00 Per Hour

Job Details

Job ID

NCJ2197169

Posting Date : 30-Jul-2025

Expiry Date : 26-Jan-2026

Education : Secondary

Language : English

Vacancies : 4

Years of Experience : 1 year

Job Type : Full Time

Job Description

Arrange and co-ordinate seminars, conferences, etc.

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

Supervise other workers

Establish and implement policies and procedures

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

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

Type and proofread correspondence, forms and other documents

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: info.travelinns@gmail.com

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