



---

# ADMINISTRATIVE ASSISTANT (NOC: 13110)

**Posted by:** BOLA HEALTH CARE SERVICE INC.

**Location:**

**Salary:** \$25 Per Hour

---

## Job Details

---

**Job ID**

NCJ4353924

---

**Posting Date :** 26-Sep-2024

---

**Expiry Date :** 25-Mar-2025

---

**Education :** Secondary (high) school graduation certificate

---

**Language :** English

---

**Vacancies :** 1

---

**Years of Experience :** Fresher (less than 1 year)

---

**Job Type :** Full Time

---

## Job Description

# ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted on January 30, 2024 by Employer BOLA HEALTHCARE SERVICE INC.

## JOB DETAILS

### Location

North York, Ontario M3N 2S5

### Salary

\$25.00 hourly / 40 hours per Week

### Terms of employment

Permanent employment

### Full time

Day, Morning, Weekend

### Start date

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

**Work setting**

Health care institution, facility or clinic

**RESPONSIBILITIES****Tasks**

- Establish and implement policies and procedures
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Advise senior management
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Experience and specialization
- Computer and technology knowledge
- Electronic medical records
- MS Outlook
- MS Windows
- Electronic mail

**AREA OF SPECIALIZATION**

Correspondence

Reports and records

Contracts

Invoices

Charts, tables, graphs and diagrams

## **ADDITIONAL INFORMATION**

### **Work conditions and physical capabilities**

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Work with minimal supervision

### **Personal suitability**

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Quick learner

## **WHO CAN APPLY TO THIS JOB?**

**The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

**HOW TO APPLY****Direct Apply**

By applying directly on Job Bank (Direct Apply)

By email

[bolahealthcare-careers@post.com](mailto:bolahealthcare-careers@post.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: [bolahealthcare-careers@post.com](mailto:bolahealthcare-careers@post.com)**

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**