

Job Board Posting



NewCanadianWorker
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Date Printed: 2024/05/04

Administrative Assistant

Job ID	E34F84386CCAE	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=E34F84386CCAE	
Company	2531961 Ontario Inc	
Location	Scarborough, Ontario	
Date Posted	From: 2023-02-22	To: 2023-08-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$24.50/ Hour	
Languages	English	

Description

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, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas Google Docs MS Excel MS Office MS Word MS Windows Personal Suitability Ability to multitask Accurate Client focus Excellent oral communication Excellent written communication Flexibility Organized Reliability Team player Work conditions and physical capabilities Repetitive tasks Attention to detail

Experience

1 year to less than 2 years

Education Requirements

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

How to Apply

Email updated resume to mel@tnt-inc.ca