

# Job Board Posting



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Date Printed: 2024/05/04

## Administrative Assistant

<b>Job ID</b>	<b>E34F84386CCAE</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=E34F84386CCAE">http://NewCanadianWorker.ca/viewjob?jobname=E34F84386CCAE</a>	
<b>Company</b>	2531961 Ontario Inc	
<b>Location</b>	Scarborough, Ontario	
<b>Date Posted</b>	From: 2023-02-22	To: 2023-08-21
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$24.50/ Hour	
<b>Languages</b>	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](mailto:mel@tnt-inc.ca)