



Administrative Assistant (13110)

Posted by: Canada Business Enterprise Inc. / One Hub Business Consulting

Location: Markham

Salary: \$25 Per Hour

Job ID: YJ2076427

Posting Date: 14-Apr-2024

Expiry Date: 05-Oct-2025

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: Fresher (less than 1 year)

Job Type: Full Time

Job Description

Administrative Assistant (13110)

Employer:	Canada Business Enterprise Inc. / OneHub Business Consulting
Location:	205 Torbay Road suite 1, Markham, Ontario, L3R 3W4
Salary:	\$25.00 per hour for 30 to 35 hours per week
Job Type:	Full Time, Permanent
Start Date:	As soon as possible
Language:	English
Minimum Education:	Secondary (high) school graduation certificate
Position Available:	1
NOC Group:	13110— Administrative Assistant

Job Details:

We are looking for a motivated and experienced administrative assistant who can provide vital support by managing schedules, coordinating meetings, handling correspondence, organizing files, and performing various clerical tasks. As an administrative assistant, you will be responsible for smooth office operations along with maintaining databases and communicating effectively with staff and clients. Attention to detail and strong organizational skills are essential for success in this role.

Responsibilities:

- Arranging and coordinating seminars, conferences, etc.
- Supervising other workers
- Establishing and implementing policies and procedures
- Training, directing, and motivating staff
- Recording and preparing minutes of meetings, seminars, and conferences
- Planning, developing, and implementing recruitment strategies
- Managing contracts
- Answering telephone and relaying telephone calls and messages
- Answering electronic inquiries
- Overseeing development of communication strategies

- Overseeing the preparation of reports
- Responding to employee questions and complaints
- Ordering office supplies and maintaining inventory
- Planning, organizing, directing, controlling, and evaluating daily operations

Requirements:

- Secondary (high) school graduation certificate
- Experience: 7 months to less than 1 year

To apply, please submit your resume @hr@onehub.ca. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

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: hr@onehub.ca

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