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Administrative assistant - office

Posted by London Language Institute Inc.

Job Details

Posting Date: 30-Jun-2024

Closing Date: 27-Dec-2024

Location: London

Salary: \$30 Per Hour

Job Requirements

Education: Secondary (high) school graduation certificate

Language: English

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job ID: YJ3695863

Job Description

Administrative assistant - office

Verified

Posted on July 01, 2024 by **London Language Institute Inc.**

Job details

London, ON
N6A 1M6

30.00 hourly / 30 hours per Week

Permanent employment Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2981485

Overview

Languages

English

Education

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

Experience

1 year to less than 2 years

Work setting

Business services

Responsibilities

Tasks

Coordinate the flow of information within the team

Plan and organize daily operations
Record and prepare minutes of meetings, seminars and conferences
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Oversee the preparation of reports
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
Conduct research
Perform data entry
Provide customer service
Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

MS Windows
MS Office
Adobe Acrobat Reader
Electronic mail

Benefits

Other benefits

Free parking available

How to apply

By email

jobs@lilinstitute.com

How-to-apply instructions

Here is what you must include in your application:
Cover letter
