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## Administrative Assistant-office

**Posted by:** OMG Travel & Tours

**Posting date:**02-Sep-2024      **Closing date:** 01-Mar-2025

**Education:** Secondary School

**Language:** English

**Job location:** Trochu

**Salary:** \$30.00 Per Hour

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

**Vacancy:** 3

**Job Type:** Full Time

**Job id:** YJ5420819

## Job description:

### Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 to less than 7 months

### **On site**

Work must be completed at the physical location. There is no option to work remotely.

### **Responsibilities**

#### **Tasks**

- Establish and implement policies and procedures
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Provide customer service

### **Experience and specialization**

#### **Computer and technology knowledge**

- Social Media
- MS Office
- Electronic mail

### **Additional information**

#### **Transportation/travel information**

Public transportation is available

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

- Ability to work independently
- Attention to detail

#### **Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Organized  
Client focus  
Time management  
Quick learner

## Benefits

### Other benefits

Free parking available

## Who can apply to this job?

### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.