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ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted by BOLA HEALTH CARE SERVICE INC.

Job Details

Posting Date: 26-Sep-2024

Closing Date: 25-Mar-2025

Location:

Salary: \$25 Per Hour

Job Requirements

Education: Secondary (high) school graduation certificate

Language: English

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job ID: YJ2535353

Job Description

ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted on January 30, 2024 by Employer BOLA HEALTHCARE SERVICE INC.

JOB DETAILS

Location

North York, Ontario M3N 2S5

Salary

\$25.00 hourly / 40 hours per Week

Terms of employment

Permanent employment

Full time

Day, Morning, Weekend

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

Health care institution, facility or clinic

RESPONSIBILITIES

Tasks

Establish and implement policies and procedures

Assign, co-ordinate and review projects and programs

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Oversee the preparation of reports

Advise senior management

Respond to employee questions and complaints

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Maintain and manage digital database

Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

Electronic medical records

MS Outlook

MS Windows

Electronic mail

AREA OF SPECIALIZATION

Correspondence

Reports and records

Contracts

Invoices

Charts, tables, graphs and diagrams

ADDITIONAL INFORMATION

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Work with minimal supervision

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Quick learner

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

bolahealthcare-careers@post.com