



# Administrative Assistant

**Posted by: R.W. International Inc. / Reef Wholesale**

**Location: Mississauga**

**Salary: \$25 Per Hour**

**Job ID:** YJ1505908

**Posting Date:** 08-Apr-2024

**Expiry Date:** 30-Sep-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

## Administrative Assistant (13110)

Employer:	R.W. International Inc. / Reef Wholesale
Location:	6305 Northam Dr, suite unit 11, Mississauga Ontario, L4V1W9
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 @ [tparsons@reefwholesale.com](mailto:tparsons@reefwholesale.com). 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: [tparsons@reefwholesale.com](mailto:tparsons@reefwholesale.com)

Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)