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Administrative assistant

Posted by: GOURMET CARLETON PLACE INC

Posting date: 26-Jul-2024 **Closing date:** 22-Jan-2025

Education: Bachelor's degree

Language: English

Job location: Carleton Place

Salary: \$29.50 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: ABOJ4564151

Job description:

Responsibilities

Tasks

- Coordinate the flow of information within the team
- Direct and control daily operations
- Direct staff
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers
- Establish and implement policies and procedures

- Schedule and confirm appointments
- Manage training and development strategies
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Liaise with management, union officials and HR consultants
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Conduct performance reviews

Experience and specialization

Computer and technology knowledge

- Accounting software
- MS Office

Area of work experience

- Purchasing, procurement and contracts
- Human resources

Type of industry experience

- Food

Area of specialization

- Invoices
- Accounting
- Payroll services

Additional information

Work conditions and physical capabilities

Work under pressure

Attention to detail

Personal suitability

Organized

Team player

Accurate

Accountability