

Expired

Administrative assistant

Posted by **THE CASH HUT**

Posting Date : 31-Jul-2024

Closing Date : 27-Jan-2025

Location : Whitby

Salary : \$29.50 Per Hour

Job Requirements

- **Education:** Bachelor's degree
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4175812

Job Description:

Responsibilities

Tasks

Train other workers

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Plan, develop and implement recruitment strategies

Schedule and confirm appointments

Manage training and development strategies

Answer telephone and relay telephone calls and messages
Oversee development of communication strategies
Compile data, statistics and other information
Oversee the preparation of reports
Order office supplies and maintain inventory
Organize staff consultation and grievance procedures
Oversee payroll administration
Perform basic bookkeeping tasks
Assign, co-ordinate and review projects and programs
Plan, organize, direct, control and evaluate daily operations

Experience and specialization

Computer and technology knowledge

Google Docs
MS Excel
MS Outlook
MS PowerPoint
MS Word
Quick Books

Technical terminology

Financial

Additional information

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Attention to detail

Personal suitability

Ability to multitask
Flexibility
Organized
Accurate
Quick learner

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: info@thecashhut.com

Posted On Aboriginaljobsincanada.Com