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## Administrative Assistant

**Posted by:** Target Transport Ltd.

**Posting date:** 27-Sep-2024      **Closing date:** 26-Mar-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Brampton

**Salary:** \$\$29.00 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** ABOJ4982397

## Job description:

### Administrative Assistant

By Target Transport Ltd.

#### Job details

Brampton, ON

L6T 4Z5

On site

29.00 hourly / 35 hours per Week

Permanent employment

Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3088800

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### On site

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

## Responsibilities

### Tasks

Coordinate the flow of information within the team

Open and distribute mail and other materials

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Greet people and direct them to contacts or service areas

- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Carry out administrative and clerical activities (record keeping, scheduling etc.)
- Oversee and co-ordinate office administrative procedures
- Review and evaluate new administrative procedures
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- MS Office

## **Additional information**

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

- Tight deadlines
  - Attention to detail
  - Repetitive tasks
  - Large workload
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## 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**.

## How to apply

### By email

[transporttarget9@gmail.com](mailto:transporttarget9@gmail.com)