



Administrative assistant

Posted by **ORBIT EXPRESS INC**

Posting Date : 08-Oct-2024

Closing Date : 06-Apr-2025

Location : Mississauga

Salary : \$29.50 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ4802776

Job Description:

Tasks

Assist with staff consultation and grievance procedures

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Coordinate the flow of information within the team

Direct and control daily operations
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
Record and prepare minutes of meetings, seminars and conferences
Schedule and confirm appointments
Manage training and development strategies
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Oversee the preparation of reports
Advise senior management
Order office supplies and maintain inventory
Provide customer service
Work with the marketing department to understand and communicate marketing messages to the field
Maintain and manage digital database

Experience and specialization

Computer and technology knowledge

MS Excel
MS Outlook
MS PowerPoint
MS Word
MS Office

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: careers.orbitexpress@gmail.com

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