



# administrative Assistant

Posted by Travels Inn Victoria

**Posting Date : 08-Jan-2025**

**Closing Date : 07-Jul-2025**

**Location : Cape Breton**

**Salary : \$26.00 Per Hour**

## Job Requirements

- **Education:** high school
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ6742880

## Job Description:

Arrange and co-ordinate seminars, conferences, etc.  
Determine and establish office procedures and routines  
Schedule and confirm appointments  
Answer telephone and relay telephone calls and messages  
Answer electronic enquiries  
Oversee the preparation of reports

Order office supplies and maintain inventory  
Provide customer service  
Perform basic bookkeeping tasks

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: [travelsinnjobs@proton.me](mailto:travelsinnjobs@proton.me)

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