



## Administrative Assistant

Posted by R.W. International Inc. / Reef Wholesale

**Posting Date :** 08-Apr-2024

**Closing Date :** 30-Sep-2025

**Location :** Mississauga

**Salary :** \$25 Per Hour

### Job Requirements

- **Education:** • Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ1627754

### Job Description:

## Administrative Assistant

Administrative Assistant (13110)

|                            |  |
|----------------------------|--|
| <b>Employer:</b>           | <b>R.W. International Inc. / Reef Wholesale</b>                    |
| <b>Location:</b>           | <b>6305 Northam Dr, suite unit 11, Mississauga Ontario, L4V1W9</b> |
| <b>Salary:</b>             | <b>\$25.00 per hour for 30 to 35 hours per week</b>                |
| <b>Job Type:</b>           | <b>Full Time, Permanent</b>  |
| <b>Start Date:</b>         | <b>As soon as possible</b>   |
| <b>Language:</b>           | <b>English</b>   |
| <b>Minimum Education:</b>  | <b>Secondary (high) school graduation certificate</b>              |
| <b>Position Available:</b> | <b>1</b>   |
| <b>NOC Group:</b>          | <b>13110— Administrative Assistant</b>                             |

## Job Details:

We are looking for a motivated and experienced administrative assistant who can provide vital support by managing schedules, coordinating meetings, handling correspondence, organizing files, and performing various clerical tasks. As an administrative assistant, you will be responsible for smooth office operations along with maintaining databases and communicating effectively with staff and clients. Attention to detail and strong organizational skills are essential for success in this role.

## Responsibilities:

- Arranging and coordinating seminars, conferences, etc.
- Supervising other workers
- Establishing and implementing policies and procedures
- Training, directing, and motivating staff
- Recording and preparing minutes of meetings, seminars, and conferences
- Planning, developing, and implementing recruitment strategies
- Managing contracts

- Answering telephone and relaying telephone calls and messages
- Answering electronic inquiries
- Overseeing development of communication strategies
- Overseeing the preparation of reports
- Responding to employee questions and complaints
- Ordering office supplies and maintaining inventory
- Planning, organizing, directing, controlling, and evaluating daily operations

### **Requirements:**

- **Secondary (high) school graduation certificate**
- **Experience: 7 months to less than 1 year**

**To apply, please submit your resume @ [tparsons@reefwholesale.com](mailto:tparsons@reefwholesale.com). We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.**

**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: [tparsons@reefwholesale.com](mailto:tparsons@reefwholesale.com)**

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