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Administrative assistant - office

Posted by: London Language Institute Inc.

Posting date: 30-Jun-2024 **Closing date:** 27-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: London

Salary: \$30 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: DISJ3213629

Job description:

Administrative assistant - office Verified

Posted on July 01, 2024 by [London Language Institute Inc.](#)

Job details

London, ON

N6A 1M6

30.00 hourly / 30 hours per Week

Permanent employment Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2981485

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

Work setting

Business services

Responsibilities

Tasks

Coordinate the flow of information within the team

Plan and organize daily operations

Record and prepare minutes of meetings, seminars and conferences

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
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Conduct research
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks

Experience and specialization

Computer and technology knowledge

- MS Windows
- MS Office
- Adobe Acrobat Reader
- Electronic mail

Benefits

Other benefits

- Free parking available

How to apply

By email

jobs@llinstitute.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
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