

Expired



Administrative assistant

Posted by GOURMET CARLETON PLACE INC

Posting Date : 26-Jul-2024

Closing Date : 22-Jan-2025

Location : Carleton Place

Salary : \$29.50 Per Hour

Job Requirements

- **Education:** Bachelor's degree
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5645164

Job Description:

Responsibilities

Tasks

- Coordinate the flow of information within the team
- Direct and control daily operations
- Direct staff
- 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
- Schedule and confirm appointments
- Manage training and development strategies
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Liaise with management, union officials and HR consultants
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Conduct performance reviews

Experience and specialization

Computer and technology knowledge

- Accounting software
- MS Office

Area of work experience

- Purchasing, procurement and contracts
- Human resources

Type of industry experience

- Food

Area of specialization

- Invoices

Accounting
Payroll services

Additional information

Work conditions and physical capabilities

Work under pressure
Attention to detail

Personal suitability

Organized
Team player
Accurate
Accountability

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: kenilkumarinfo@gmail.com

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