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## Administrative assistant

**Posted by:** THE CASH HUT

**Posting date:** 31-Jul-2024      **Closing date:** 27-Jan-2025

**Education:** Bachelor's degree

**Language:** English

**Job location:** Whitby

**Salary:** \$29.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ5361153

## Job description:

### Responsibilities

#### Tasks

- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Oversee development of communication strategies

- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Perform basic bookkeeping tasks
- Assign, co-ordinate and review projects and programs
- Plan, organize, direct, control and evaluate daily operations

## **Experience and specialization**

### **Computer and technology knowledge**

- Google Docs
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Quick Books

### **Technical terminology**

- Financial

## **Additional information**

### **Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Attention to detail

### **Personal suitability**

- Ability to multitask
- Flexibility
- Organized
- Accurate
- Quick learner