

**Expired**



## **Administrative assistant**

**Posted by SPEEDY CASH & CELL MART**

**Posting Date :** 31-Jul-2024

**Closing Date :** 27-Jan-2025

**Location :** Scarborough

**Salary :** \$29.50 Per Hour

### **Job Requirements**

- **Education:** Bachelor's degree
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2323681

### **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
- Plan, organize, direct, control and evaluate daily operations
- Assign, co-ordinate and review projects and programs

## **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

**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: [kingstoncashmart@gmail.com](mailto:kingstoncashmart@gmail.com)**

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