

**Expired**



## **Administrative Assistant**

**Posted by Target Transport Ltd.**

**Posting Date :** 27-Sep-2024

**Closing Date :** 26-Mar-2025

**Location :** Brampton

**Salary :** \$\$29.00 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:** DISJ7559980

### **Job Description:**

# Administrative Assistant



By Target Transport Ltd.

## Job details

Brampton, ON  
L6T 4Z5

On site

29.00 hourly / 35 hours per Week

Permanent employment  
Full time

Day, Evening, Morning, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3088800

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### On site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

## **Tasks**

- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Carry out administrative and clerical activities (record keeping, scheduling etc.)
- Oversee and co-ordinate office administrative procedures
- Review and evaluate new administrative procedures
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- MS Office

## **Additional information**

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

- Tight deadlines
- Attention to detail
- Repetitive tasks
- Large workload

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## Who can apply to this job?

### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## How to apply

### By email

[transporttarget9@gmail.com](mailto:transporttarget9@gmail.com)

**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: [transporttarget9@gmail.com](mailto:transporttarget9@gmail.com)**

**Posted on Disabled job Portal**