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## administrative assistant

**Posted by:** Medusa Shisha Bar and Lounge

**Posting date:** 29-Aug-2024      **Closing date:** 25-Feb-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Waterloo

**Salary:** \$28.40 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ4363515

## Job description:

### Job Details

- **Employment:** Permanent, full-time
- **Start date:** As soon as possible
- **Hours/week:** 32

### Overview

**Languages:** English

**Education:** Secondary (high) school graduation certificate

**Experience:** Experience an asset

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

## • Responsibilities

### Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Open and distribute mail and other materials
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- 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
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database

## 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

[medusalounge462@gmail.com](mailto:medusalounge462@gmail.com)