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Administrative assistant

Posted by: ORBIT EXPRESS INC

Posting date: 08-Oct-2024 **Closing date:** 06-Apr-2025

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Mississauga

Salary: \$29.50 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: DISJ3929162

Job description:

Tasks

- Assist with staff consultation and grievance procedures
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Direct and control daily operations
- 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

- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee the preparation of reports
- Advise senior management
- Order office supplies and maintain inventory
- Provide customer service
- Work with the marketing department to understand and communicate marketing messages to the field
- Maintain and manage digital database

Experience and specialization

Computer and technology knowledge

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