



Administrative assistant - office (Support Claims & Returns Representative)

Posted by American Tall

Posting Date : 09-Jan-2025

Closing Date : 08-Jul-2025

Location : Mississauga

Salary : \$46000 Per Year

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3225346

Job Description:

We are looking for a dynamic and proactive administrative assistant (support claims and returns representative) to support the organization and execution of key tasks within the company. The ideal candidate will have prior experience in administrative or commercial roles and the ability to work effectively in a team under pressure while maintaining a customer-oriented attitude.

Job details

Location: 375 Annagem Boulevard Mississauga, ON

L5T 3A7

Workplace information: On site

Salary: 46,000 annually / 30 hours per Week

Terms of employment: Permanent employment Full time

Day, Early Morning, Evening, Morning, Night, Weekend

Starts: as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

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
- Direct and control daily operations
- Train other workers
- Determine and establish office procedures and routines
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Liaise with management, union officials and HR consultants
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Conduct research
- Perform data entry
- Provide customer service
- Consult with clients after sale to provide ongoing support

Experience and specialization

Area of specialization

- Correspondence
- Reports and records

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

resumes.americanall@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: resumes.americanall@gmail.com

Posted on Disabled job Portal