



Administrative Assistant (NOC: 13110)

Posted by Parkview Building Supplies Ltd.

Posting Date : 18-Feb-2025

Closing Date : 17-Aug-2025

Location : East York

Salary : \$29 Per Hour

Job Requirements

- **Education:** Secondary (high) school
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5918742

Job Description:

Administrative Assistant (NOC: 13110)

Posted on August 21, 2024 by Parkview Building Supplies Ltd.

Reposted on December 20, 2024

JOB DETAILS

Location

46 Northline Road,

East York, Ontario M4B 3E2

Workplace information

On site

Salary

29.00 hourly / 40 hours per Week

Terms of employment

Permanent employment

Full time

Shifts

Day, Early Morning, Evening, Morning, Weekend

Start date

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 activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Review HR projects to assure compliance with laws and regulations
- Establish and implement policies and procedures
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts

- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- 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
- Consult with clients after sale to provide ongoing support

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge

MS Excel

MS PowerPoint

MS Windows

MS Word

MS Office

Electronic mail

Area of specialization

Correspondence

Reports and records

Contracts

Invoices

ADDITIONAL INFORMATION

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Attention to detail

Repetitive tasks

Large caseload

Work with minimal supervision

Personal suitability

Ability to multitask

Excellent written communication

Flexibility

Judgement

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Accountability

Dependability

Due diligence

Quick learner

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

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

parkviewbldgsupplies-jobs@post.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: parkviewbldgsupplies-jobs@post.com

Posted on Disabled job Portal