



## **ADMINISTRATIVE ASSISTANT - OFFICE (NOC 13110)**

**Posted by HEALTH MEDICA TORONTO**

**Posting Date :** 02-Apr-2025

**Closing Date :** 29-Sep-2025

**Location :** Toronto

**Salary :** \$35 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:** DISJ7200572

### **Job Description:**

## **ADMINISTRATIVE ASSISTANT - OFFICE (NOC 13110)**

### **Employer details**

### **HEALTH MEDICA TORONTO**

### **Job details**

- Location: Toronto, ON M4R 1K8
- Workplace information: On site
- Salary: 35.00 hourly / 30 hours per Week
- Terms of employment  
Permanent employmentFull time
- Flexible Hours
- Starts as soon as possible
- vacancies: 1 vacancy

### **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

- Open and distribute mail and other materials
- Plan and organize daily operations
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks

## Experience and specialization

### Computer and technology knowledge

- Google Docs
- MS Excel
- MS Word
- MS Office
- Quick Books
- Adobe Acrobat Reader
- Google Drive

## Additional information

### Transportation/travel information

- Public transportation is available

### Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

## **Personal suitability**

- Ability to multitask
- Flexibility
- Judgement
- Organized
- Team player
- Client focus
- Reliability
- Time management
- Accountability
- Dependability
- Due diligence
- Quick learner

## **Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

## **Who can apply for this job?**

**You can apply if you are:**

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

## **How to apply**

**By email:**

[gihanmmm@hotmail.com](mailto:gihanmmm@hotmail.com)

## **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

**Posted on Disabled job Portal**