



## **administrative Assistant**

**Posted by Travels Inn Victoria**

**Posting Date :** 08-Jan-2025

**Closing Date :** 07-Jul-2025

**Location :** Cape Breton

**Salary :** \$26.00 Per Hour

### **Job Requirements**

- **Education:** high school
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ6170230

### **Job Description:**

Arrange and co-ordinate seminars, conferences, etc.  
Determine and establish office procedures and routines  
Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports

Order office supplies and maintain inventory

Provide customer service

Perform basic bookkeeping tasks

**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: [travelsinnjobs@proton.me](mailto:travelsinnjobs@proton.me)**

**Posted on Disabled job Portal**