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## **ADMINISTRATIVE ASSISTANT (NOC: 13110)**

**Posted by:** BOLA HEALTH CARE SERVICE INC.

**Posting date:** 26-Sep-2024      **Closing date:** 25-Mar-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:**

**Salary:** \$25 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** DISJ1976785

### **Job description:**

## **ADMINISTRATIVE ASSISTANT (NOC: 13110)**

Posted on January 30, 2024 by Employer BOLA HEALTHCARE SERVICE INC.

### **JOB DETAILS**

#### **Location**

North York, Ontario M3N 2S5

#### **Salary**

\$25.00 hourly / 40 hours per Week

## **Terms of employment**

Permanent employment

## **Full time**

Day, 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

### **Work setting**

Health care institution, facility or clinic

## **RESPONSIBILITIES**

### **Tasks**

- Establish and implement policies and procedures
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- 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
- Advise senior management
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- 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
- Perform basic bookkeeping tasks
- Experience and specialization
- Computer and technology knowledge
- Electronic medical records
- MS Outlook
- MS Windows
- Electronic mail

### **AREA OF SPECIALIZATION**

Correspondence

Reports and records

Contracts

Invoices

Charts, tables, graphs and diagrams

### **ADDITIONAL INFORMATION**

#### **Work conditions and physical capabilities**

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks  
Work with minimal supervision

**Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Flexibility  
Judgement  
Organized  
Team player  
Accurate  
Client focus  
Reliability  
Time management  
Adaptability  
Quick learner

**WHO CAN APPLY TO THIS JOB?**

**The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada.  
Other candidates with or without a valid Canadian work permit.

**HOW TO APPLY**

**Direct Apply**

By applying directly on Job Bank (Direct Apply)

By email

[bolahealthcare-careers@post.com](mailto:bolahealthcare-careers@post.com)