

### **Administrative Assistant**

Posted by R.W. International Inc. / Reef Wholesale

Posting Date: 08-Apr-2024

Closing Date: 30-Sep-2025

**Location**: Mississauga

Salary: \$25 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 TimeJob ID: DISJ5415864

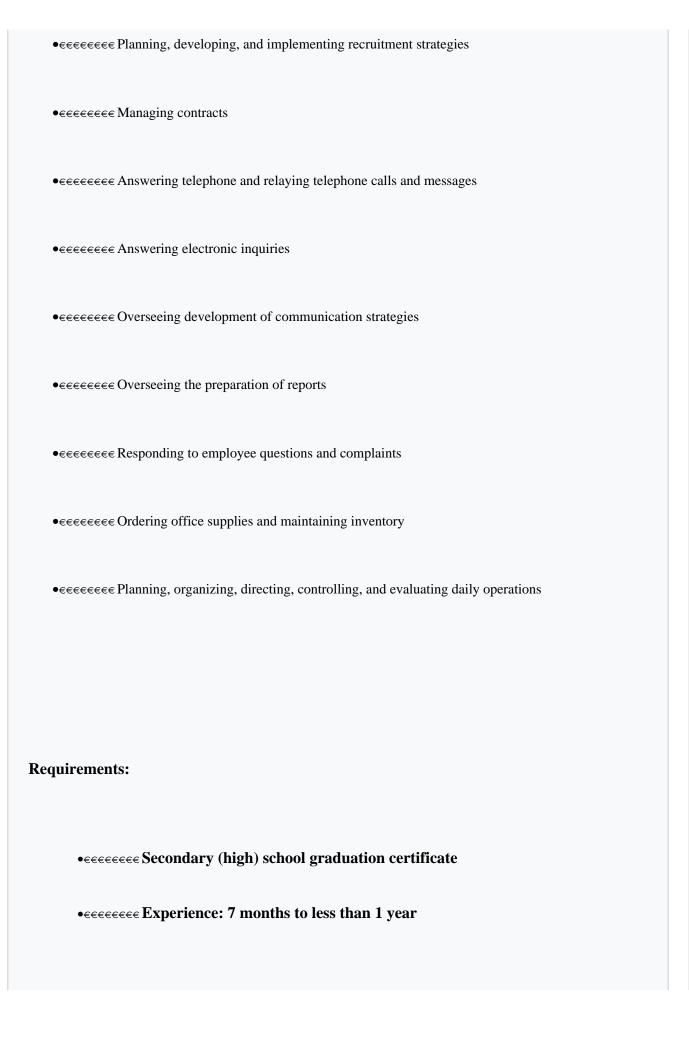
#### **Job Description:**

# **Administrative Assistant**

## **Administrative Assistant (13110)** R.W. International Inc. / Reef Wholesale **Employer:** 6305 Northam Dr, suite unit 11, Missisauga Ontario, L4V1W9 **Location:** \$25.00 per hour for 30 to 35 hours per week Salary: Job Type: **Full Time, Permanent** Start Date: As soon as possible Language: **English Minimum Education:** Secondary (high) school graduation certificate **Position Available: NOC Group:** 13110— Administrative Assistant **Job Details:** We are looking for a motivated and experienced administrative assistant who can provide vital support by managing schedules, coordinating meetings, handling correspondence, organizing files, and performing various clerical tasks. As an administrative assistant, you will be responsible for smooth office operations along with maintaining databases and communicating effectively with staff and clients. Attention to detail and strong organizational skills are essential for success in this role. **Responsibilities:** • € € € € € € € Arranging and coordinating seminars, conferences, etc. • ∈ ∈ ∈ ∈ ∈ ∈ ∈ Supervising other workers • ∈ ∈ ∈ ∈ ∈ ∈ ∈ Establishing and implementing policies and procedures

• ∈ ∈ ∈ ∈ ∈ ∈ ∈ Training, directing, and motivating staff

• ∈ ∈ ∈ ∈ ∈ ∈ ∈ Recording and preparing minutes of meetings, seminars, and conferences



To apply, please submit your resume @ tparsons@reefwholesale.com. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: <a href="mailto:tparsons@reefwholesale.com">tparsons@reefwholesale.com</a>

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