

Administrative Assistant

Posted By: THE CASH HUT

Location: Whitby

Salary: \$29.50 Per Hour

JOB ID : RJ6111274

Posting Date : 31-Jul-2024

Expiry date : 27-Jan-2025

Education : Bachelor's degree

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Responsibilities

Tasks

- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages

- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Perform basic bookkeeping tasks
- Assign, co-ordinate and review projects and programs
- Plan, organize, direct, control and evaluate daily operations

Experience and specialization

Computer and technology knowledge

- Google Docs
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- Quick Books

Technical terminology

- Financial

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail

Personal suitability

- Ability to multitask
- Flexibility
- Organized
- Accurate
- Quick learner

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: info@thecashhut.com

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