

# Administrative Assistant

**Posted By: GTA Plumbing And Electrical Supplies Ltd**

**Location: Brampton ON**

**Salary: \$\$28.50 Per Hour**

**JOB ID : RJ2073448**

**Posting Date : 27-Sep-2024**

**Expiry date : 26-Mar-2025**

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

**Language : English**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## Job Description

### Administrative Assistant

By GTA Plumbing and Electrical Supplies Ltd

#### Job details

Brampton, ON  
L6W 4P2

On site

28.50 hourly / 35 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

1 vacancy

Job Bank #3088809

## **Overview**

### **Languages**

English

### **Education**

Secondary (high) school graduation certificate

### **Experience**

1 year to less than 2 years

### **On site**

Work must be completed at the physical location. There is no option to work remotely.

## **Responsibilities**

### **Tasks**

Coordinate the flow of information within the team

Open and distribute mail and other materials

Plan and organize daily operations

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

Compile data, statistics and other information

Advise senior management

Respond to employee questions and complaints

Greet people and direct them to contacts or service areas  
Set up and maintain manual and computerized information filing systems  
Type and proofread correspondence, forms and other documents  
Perform data entry  
Provide customer service

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel  
MS Outlook  
MS Word  
Electronic mail

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### **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**

### **By email**

[gtoplumbing9@gmail.com](mailto:gtoplumbing9@gmail.com)

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: [gtoplumbing9@gmail.com](mailto:gtoplumbing9@gmail.com)

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