

# Administrative Assistant

**Posted By: ORBIT EXPRESS INC**

**Location:** Mississauga

**Salary:** \$29.50 Per Hour

**JOB ID :** RJ6800784

**Posting Date :** 08-Oct-2024

**Expiry date :** 06-Apr-2025

**Education :** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language :** English

**Vacancies :** 2

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### Tasks

- Assist with staff consultation and grievance procedures
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Direct and control daily operations
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Plan and organize daily operations

- Supervise other workers
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage training and development strategies
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee the preparation of reports
- Advise senior management
- Order office supplies and maintain inventory
- Provide customer service
- Work with the marketing department to understand and communicate marketing messages to the field
- Maintain and manage digital database

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- MS Office

**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: [careers.orbitexpress@gmail.com](mailto:careers.orbitexpress@gmail.com)**

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