

# Administrative Assistant

**Posted By:** Travels Inn Victoria

**Location:** Cape Breton

**Salary:** \$26.00 Per Hour

**JOB ID :** RJ2191663

**Posting Date :** 08-Jan-2025

**Expiry date :** 07-Jul-2025

**Education :** high school

**Language :** English

**Vacancies :** 2

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

- Arrange and co-ordinate seminars, conferences, etc.
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Provide customer service
- Perform basic bookkeeping tasks

**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: [travelsinnjobs@proton.me](mailto:travelsinnjobs@proton.me)**

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