

# Admin Assistant

**Posted By:** Travels Inn Victoria County

**Location:** Cape Breton

**Salary:** \$25.00 Per Hour

**JOB ID :** RJ6654233

**Posting Date :** 30-Jul-2025

**Expiry date :** 26-Jan-2026

**Education :** Secondary

**Language :** English

**Vacancies :** 4

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

Arrange and co-ordinate seminars, conferences, etc.

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Supervise other workers

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars, and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

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

**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.travelinns@gmail.com](mailto:info.travelinns@gmail.com)**

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