

Name of Position: ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Location of work: NORTH YORK, Ontario

Experience: Previous experience as Admin Assistant will be an asset.

Compensation: \$14-15/hr

Anticipated Start Date: As soon as possible

Terms of Employment: Permanent – Full Time

Number of positions: 1

Employment Conditions: Indoor/ Office environment

Work Schedule: 40 hours/week

Description of employer: The Employer is a construction training academy in North York offering variety of construction training courses.

Responsibilities: This includes the followings but not limited to:

- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Providing tours of the school to potential students,
- Formatting graduate resumes,
- Answering phones,
- Completing forms and other general tasks associated with Administration

Job Requirements: All applicants must meet the following without exception:

- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School Diploma; additional qualification as an Administrative assistant or Secretary will be a plus

How to apply: Please send your cover letter and resume in MS Word format to: villacorta@careerplan.net

Job posting date: Advertised until: May 14, 2019

Please note that only successful candidates will be contacted. No agencies jobs please.