

Job posting for Administrative Assistant - Office (1836359)

1241 Administrative assistants

Preview

Administrative assistant - office

JOB POSTING ADVERTISED

Posted on October 08, 2021 by [Ivan Franko Homes](#)

Mississauga, ON
L5L 3J1

\$ \$16.00 to \$20.00 / hour (To be negotiated)

1 vacancy

Permanent employment, Full time
35 hours / week

As soon as possible

Employment conditions: Day, Evening, Shift, Weekend

Job Bank # 1836359

Job requirements

Languages

English Ukrainian

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

Will train

Security and Safety

Criminal record check, Immunization records

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Repetitive tasks, Attention to detail, Combination of sitting, standing, walking

Work Site Environment

Non-smoking

Personal Suitability

Ability to multitask, Flexibility, Client focus, Reliability, Organized, Excellent written communication, Team player, Accurate, Initiative, Effective interpersonal skills, Punctuality

Specific Skills

Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Type and proofread correspondence, forms and other documents, Greet people and direct them to contacts or service areas, Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Target Audience

Persons with a disability, Elderly

Weight Handling

Up to 23 kg (50 lbs)

How to apply**By sharing a resume on Job Bank****By email**

info@ivanfrankohomes.com

By phone

905-820-0573

from 09:30 to 16:00

By mail

3058 Winston Churchill Blvd.

Mississauga, ON

L5L 3J1

In person

3058 Winston Churchill Blvd.

Mississauga, ON

L5L 3J1

from 09:00 to 16:30

Intended job posting audience

Only persons who are legally allowed to work in Canada can apply for this job. If you are not currently authorized to work in Canada, do not apply as the employer will not consider your job application.

Advertised until

2021-11-07