

**Expired**

# Administrative assistant

Posted by ORBIT EXPRESS INC

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

**Closing Date : 06-Apr-2025**

**Location : Mississauga**

**Salary : \$29.50 Per Hour**

## Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ4802776

## 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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