

# **Administrative Assistant (13110)**

Posted by Canada Business Enterprise Inc. / One Hub Business Consulting

Posting Date: 06-Feb-2025

Closing Date: 05-Aug-2025

**Location: Markham** 

Salary: \$25 Per Hour

### **Job Requirements**

• Education: Secondary (high) school graduation certificate

• Language: English

• Years of Experience: Fresher (less than 1 year)

• Vacancy: 1

Job Type: Full TimeJob id: ABOJ4167142

## **Job Description:**

# **Administrative Assistant**

### **Job description**:

#### Administrative Assistant (13110)

**Employer:** Canada Business Enterprise Inc. / OneHub Business Consulting

Location: 205 Torbay Road suite 1, Markham, Ontario, L3R 3W4

Salary: \$25.00 per hour for 30 to 35 hours per week

Job Type: Full Time, Permanent Start Date: As soon as possible

Language: English

Minimum Education: Secondary (high) school graduation certificate

Position Available: 1

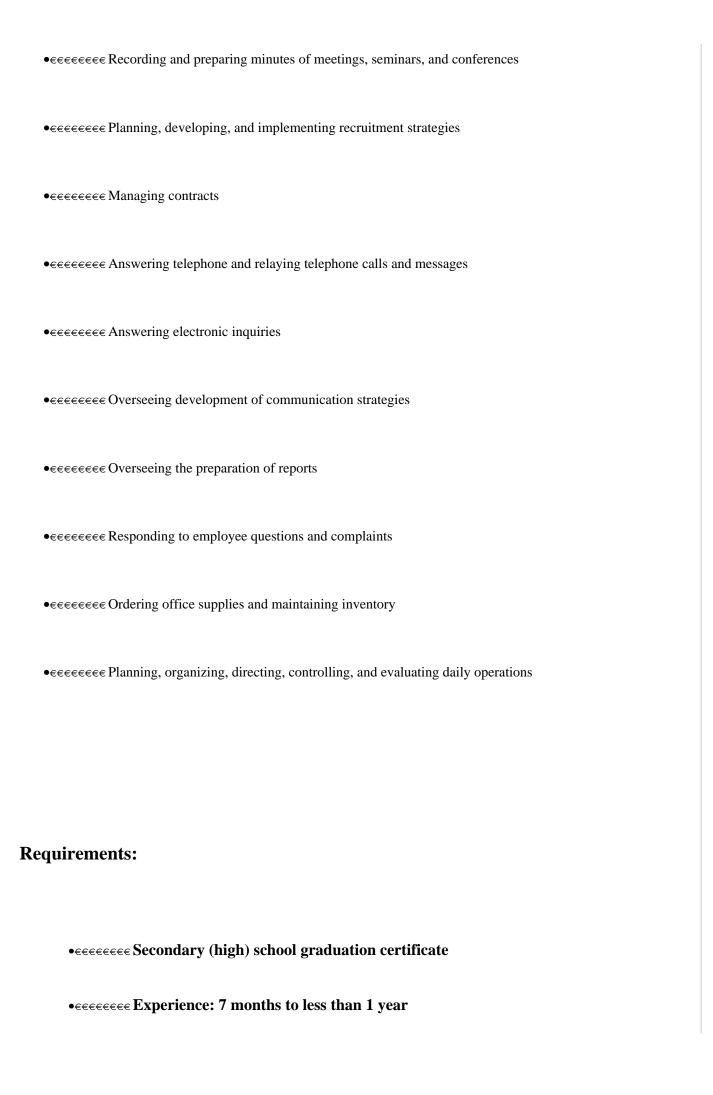
NOC Group: 13110— Administrative Assistant

#### **Job Details:**

We are looking for a motivated and experienced administrative assistant who can provide vital support by managing schedules, coordinating meetings, handling correspondence, organizing files, and performing various clerical tasks. As an administrative assistant, you will be responsible for smooth office operations along with maintaining databases and communicating effectively with staff and clients. Attention to detail and strong organizational skills are essential for success in this role.

### **Responsibilities:**

- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Arranging and coordinating seminars, conferences, etc.
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Supervising other workers
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Establishing and implementing policies and procedures
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Training, directing, and motivating staff



To apply, please submit your resume to hr@onehub.ca. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: <a href="mailto:hr@onehub.ca">hr@onehub.ca</a>

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