



administrative Assistant

Posted by Travels Inn Victoria

Posting Date : 08-Jan-2025

Closing Date : 07-Jul-2025

Location : Cape Breton

Salary : \$26.00 Per Hour

Job Requirements

- **Education:** high school
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ6742880

Job Description:

Arrange and co-ordinate seminars, conferences, etc.
Determine and establish office procedures and routines
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Oversee the preparation of reports

Order office supplies and maintain inventory
Provide customer service
Perform basic bookkeeping tasks

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: travelsinnjobs@proton.me

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