



# Administrative Assistant (NOC: 13110)

Posted by Parkview Building Supplies Ltd.

**Posting Date : 28-Aug-2025**

**Closing Date : 24-Feb-2026**

**Location : East York**

**Salary : \$29 Per Hour**

## Job Requirements

- **Education:** Secondary (high) school
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5435410

## Job Description:

# Administrative Assistant (NOC: 13110)

Posted on August 21, 2024 by [Parkview Building Supplies Ltd.](#)

Reposted on December 20, 2024

## **JOB DETAILS**

### **Location**

46 Northline Road,

East York, Ontario M4B 3E2

### **Workplace information**

On site

### **Salary**

29.00 hourly / 40 hours per Week

### **Terms of employment**

Permanent employment

Full time

### **Shifts**

Day, Early Morning, Evening, Morning, Weekend

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW**

**Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

**On site**

Work must be completed at the physical location. There is no option to work remotely.

## **RESPONSIBILITIES**

### **Tasks**

- 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
- Open and distribute mail and other materials
- Review HR projects to assure compliance with laws and regulations
- Establish and implement policies and procedures
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Order office supplies and maintain inventory

- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Consult with clients after sale to provide ongoing support

## **EXPERIENCE AND SPECIALIZATION**

### **Computer and technology knowledge**

MS Excel

MS PowerPoint

MS Windows

MS Word

MS Office

Electronic mail

### **Area of specialization**

Correspondence

Reports and records

Contracts

Invoices

## **ADDITIONAL INFORMATION**

### **Work conditions and physical capabilities**

Ability to work independently

Fast-paced environment

Work under pressure

Attention to detail

Repetitive tasks

Large caseload

Work with minimal supervision

### **Personal suitability**

Ability to multitask

Excellent written communication

Flexibility

Judgement

Organized

Team player

Accurate

Client focus

Reliability

Time management

Adaptability

Accountability

Dependability

Due diligence

Quick learner

## **WHO CAN APPLY TO THIS JOB?**

### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## **HOW TO APPLY**

### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

### **By email**

[parkviewbldgsupplies-jobs@post.com](mailto:parkviewbldgsupplies-jobs@post.com)

**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: [parkviewbldgsupplies-jobs@post.com](mailto:parkviewbldgsupplies-jobs@post.com)**

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