



## **ADMINISTRATIVE ASSISTANT - OFFICE (NOC 13110)**

**Posted by:** HEALTH MEDICA TORONTO

**Posting date:** 02-Apr-2025      **Closing date:** 29-Sep-2025

**Education:** Secondary (high) school graduation certificate

**Language:** ENGLISH

**Job location:** Toronto

**Salary:** \$35 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7649415

### **Job description:**

#### **ADMINISTRATIVE ASSISTANT - OFFICE (NOC 13110)**

##### **Employer details**

**HEALTH MEDICA TORONTO**

##### **Job details**

- Location: Toronto, ON M4R 1K8
- Workplace information: On site
- Salary: 35.00 hourly / 30 hours per Week

- Terms of employment  
Permanent employmentFull time
- Flexible Hours
- Starts as soon as possible
- vacancies: 1 vacancy

## Overview

## Languages

English

## Education

- Secondary (high) school graduation certificate

## Experience

7 months to less than 1 year

## On site

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

## Responsibilities

### Tasks

- Open and distribute mail and other materials
- Plan and organize daily operations
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Oversee payroll administration
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Provide customer service
- Maintain and manage digital database
- Perform basic bookkeeping tasks

## Experience and specialization

## **Computer and technology knowledge**

- Google Docs
- MS Excel
- MS Word
- MS Office
- Quick Books
- Adobe Acrobat Reader
- Google Drive

## **Additional information**

### **Transportation/travel information**

- Public transportation is available

## **Work conditions and physical capabilities**

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

## **Personal suitability**

- Ability to multitask
- Flexibility
- Judgement
- Organized
- Team player
- Client focus
- Reliability
- Time management
- Accountability
- Dependability
- Due diligence
- Quick learner

## **Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

### **Who can apply for this job?**

**You can apply if you are:**

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

### **How to apply**

**By email:**

[gihanmmm@hotmail.com](mailto:gihanmmm@hotmail.com)

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

**Posted on [canadianjobportal.com](https://www.canadianjobportal.com)**