

## **Administrative Assistant (NOC: 13110)**

Posted by: Parkview Building Supplies Ltd.

Posting date: 28-Aug-2025 Closing date: 24-Feb-2026

Education: Secondary (high) school

Language: English

Job location: East York

Salary: \$29 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3245869

## Job description:

# **Administrative Assistant** (NOC: 13110)

Posted on August 21, 2024 by <u>Parkview Building Supplies Ltd.</u> 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

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: parkviewbldgsupplies-jobs@post.com

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