



Admin Assistant

Posted by: Travels Inn Victoria County

Posting date: 30-Jul-2025 **Closing date:** 26-Jan-2026

Education: Secondary

Language: English

Job location: Cape Breton

Salary: \$25.00 Per Hour

Years of Experience: 1 year

Vacancy: 4

Job Type: Full Time

Job id: CAJ5879944

Job description:

Arrange and co-ordinate seminars, conferences, etc.

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Supervise other workers

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars, and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

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

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: info.travelinns@gmail.com

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