



Administrative Assistant

- Toronto, Canada
- Full-time

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

Business Equipment and Computer Applications

Windows; General office equipment; Electronic mail; Electronic scheduler; Word processing software; Presentation software; Internet browser

Specific Skills

Arrange travel schedules and make reservations; Determine and establish office procedures and routines; Schedule and confirm appointments; Maintain filing system; Order office supplies and maintain inventory; Answer telephone and relay telephone calls and messages; Answer electronic enquiries; Compile data, statistics and other information; Conduct research

Additional Skills: Supervise other workers

Work Conditions and Physical Capabilities: Work under pressure; Repetitive tasks

Essential Skills: Reading text; Numeracy; Communication; Working with others; Problem solving; Job task planning and organizing; Significant use of memory; Finding information; Computer use; Continuous learning

Qualifications

Salary: Hourly: min. \$15.00 for 40.0 hours per week

Education: Completion of college/CEGEP/vocational or technical training

Experience: 2 year to less than 3 years

Typing (Words Per Minute): 50 – 60 wpm

Additional information

All information will be kept confidential according to privacy guidelines.