

Youth Careers Canada is committed to ensuring young people develop the knowledge, skills and capabilities to be successful in education, work and life. Find your dream career now at [YouthCareersCanada](https://youthcareerscanada.ca)

ADMINISTRATIVE ASSISTANT

Posted on December 19, 2024

Business Name: Integration Services

Job Location: Oakville

Job Expires: 2025-06-17

Salary: \$34.50 hourly

Hours Per Week: 30 to 40

Business Name:

Integration Services

Job Title:

Administrative Assistant

Job Location:

Oakville, ON, L6H 5R7

Wage:

\$34.50 hourly

Hours:

30 to 40 hours per week

Employment Terms:

Permanent employment, Full time

Job Start Date:

Starts as soon as possible

Vacancy:

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Job Requirements:

Languages:

English

Education:

Secondary (high) school graduation certificate

Experience:



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Experience an asset

On site

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

Responsibilities:

Tasks:

Arrange and co-ordinate seminars, conferences, etc.

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

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

Additional information:

Employment groups:

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

Support for Persons with Disabilities:

Provides awareness training to employees to create a welcoming work environment for persons with disabilities

Support for Newcomers and Refugees:

Provide diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for Youths:

Provides awareness training to employees to create a welcoming work environment for youths

Support for Veterans:

Provides awareness training to employees to create a welcoming work environment for Veterans

Support for Indigenous people:

Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Support for Mature Workers:



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Provides staff with awareness training to create a welcoming work environment for mature workers

Support for Visible Minorities:

Provides diversity and cross-cultural training to create a welcoming work environment for members of visible minorities.

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

careers@integrationservices.ca

