



https://intscanada.com/job/%e4%be%9b%e5%ba%94%e9%93%be%e5%85%ac%e5%8f%b8/

## Administrative Assistant

### Description

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. As an Administrative Assistant, your duties and responsibilities include providing administrative support to ensure the efficient operation of your job site office.

### Responsibilities

- Manage intake calls.
- Support billing department on sending and rectifying claims.
- Manage intake paperwork collection and ensure files are accurate.
- Attend staff meetings and training as directed.
- Passion for working with others (being collaborative) and helping our team members grow and learn.
- Other duties may be assigned.

### Qualifications

- Excellent verbal and written communication skills.
- Proficient skill level and experience in MS Office, especially Word and Excel
- Ability to multitask with excellent time-management skills.
- Well organized and detail oriented.
- Must be willing to work in a team environment.

### Job Benefits

- Dental care
- Extended health care
- Life insurance
- Paid time off
- Vision care

### Contacts

Send your resume to [intsconsulting.hr@gmail.com](mailto:intsconsulting.hr@gmail.com)

### Hiring organization

INTS Consulting

### Employment Type

Full-time

### Job Location

Scarborough, ON

### Working Hours

8 Hours Shift

### Base Salary

\$ 16 - \$ 21

### Date posted

2021-11-24