



https://intscanada.com/job/%e7%94%b5%e5%95%86%e5%85%ac%e5%8f%b8/

## Administrative Assistant

### Description

We are looking for an office admin, contact us if you are interested.

### Responsibilities

- Provides administrative and secretarial support to QBPRE and Client Services handling sensitive and confidential matters relating to the daily activity of the division that may include typing of minutes and materials related to meetings as well as developing agendas.
- Manage VP calendars; prepare and track VPs expense claims, mileage and VISA.
- Process team members expenses, mileage claims, invoices to finance for payment
- Register team members for conferences, workshops and Education sessions, booking travel and accommodations
- Ordering office and specialty supplies as requested.
- Support new employee onboarding – pass card, email, phone, equipment
- Development of charts, spreadsheets and PowerPoint presentations – preparation &/or formatting
- Updating and creating fillable forms on Adobe
- Updating of group email distribution lists in Outlook
- Book meetings and meeting rooms/teleconference lines using Outlook; order lunches/dinners for meetings that are required to go over the standard meal times.
- Provides general support to the Vice President QBPRE and team as required.
- Administrative or other duties as delegated by Vice President QBPRE and team and Vice President Client Services and team.
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### Qualifications

- Community College diploma in an administrative or business related discipline, as recognized by the Province of Ontario combined with a minimum of 3 – 5 years' experience in assistance and support at a senior management level.
- Ability to work effectively under pressure within a fast paced team environment.
- Exceptional customer/client service skills.
- High degree of accuracy and detail-oriented; excellent grammar and spelling essential.
- Advanced knowledge working with Microsoft Office – Word, PowerPoint, Excel, Electronic Mail and other office automation equipment.
- Exceptional organization and time management including the ability to handle multiple tasks in an efficient manner.
- Excellent keyboarding skills.
- Excellent interpersonal and communication skills (both verbal and written) are required.

### Hiring organization

INTS Consulting

### Employment Type

Full-time

### Job Location

Toronto

### Working Hours

8 hour shift

### Base Salary

\$ 50,000 - \$ 62,000

### Date posted

2023-03-22

