



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

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