



https://intscanada.com/job/administrative-assistant/

Administrative Assistant

Description

This person should focus on administrative and reception task as well as program assignment work, handling customer enquiry, registration transactions and event management, making sure everything is running smoothly.

Responsibilities

- Handling reception task and duty
- Handling customers information and files
- Responding to marketing and promotion planning
- Managing billing transactions
- Preparing daily reports
- Event and seminars supports

Qualifications

- Ability to organize and prioritize workload
- Ability to work under pressure and complete multiple tasks within deadlines
- Flexible team player, willing to assist others within the department
- Strong proofreading skills and attention to detail
- Ability to research the web for product information and bid requests
- Possess excellent written and verbal communication skills
- Superior communication skills
- Advanced PC Skills including the Microsoft Office Suite; emphasis on Excel
- Ability to work late when needed
- Previous experience with NetSuite an asset

Job Benefits

- Casual dress
- Company pension
- Discounted or free food
- Employee assistance program
- Flexible schedule
- On-site gym
- On-site parking
- Store discount
- Wellness program
- Work from home
- Bonus pay
- Commission pay

Contacts

Send your resume to intsconsulting.hr@gmail.com

Hiring organization

INTS Consulting

Employment Type

Full-time, Part-time

Job Location

Markham

Working Hours

8 hours Shift, Monday – Friday

Base Salary

\$ 15 - \$ 17

Date posted

2021-10-21