


Job posting details


JOB POSTING ADVERTISED


Administrative assistant ✓ VERIFIED

Posted on March 23, 2023 by **Dr. Oscar Dalmao Dentistry Professional Corporation**

Job details


 1437 DUNDAS ST E
Mississauga, ON
L4X 1L3


 27.00 hourly 35 hours per Week

 Term or contract
Full time

 To be determined

 Starts as soon as possible

 Benefits: Other benefits

 1 vacancy

 Verified

Job Bank #2386045

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

3 years to less than 5 years

Asset languages

Spanish

Italian

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- 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
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

- Google Docs
- MS Excel
- MS PowerPoint
- MS Word
- MS Office

Technical terminology

- Dental

Area of specialization

- Reports and records
- Contracts
- Statistics
- Invoices
- Charts, tables, graphs and diagrams

Additional information

Security and safety

- Basic security clearance

Transportation/travel information

- Own transportation
- Willing to travel
- Valid driver's licence
- Travel expenses not paid by employer
- Public transportation is available

Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Attention to detail

Personal suitability

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Team player
- Accurate
- Client focus
- Reliability

Benefits

Other benefits

- Free parking available

Who can apply to this job?



The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By applying directly on Job Bank (Direct Apply)

By fax

905-629-3188

Include this reference number in your application

noc13110

How-to-apply instructions

Here is what you must include in your application:

- Job reference number
- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you available for the advertised start date?
- Do you have previous experience in this field of employment?
- What is the highest level of study you have completed?
- What is your current field of study?

Advertised until

2023-05-17

Date modified:

2023-03-21