

Administrative Assistant

Infinite Outsourcing

Job ID
9250

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LOCATION	DATE POSTED	EXPIRY DATE	
Airport Raod, Mississauga, ON., Mississauga, ON, ON Ontario	17-04-2026	14-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.25	3 years to less than 5 years	Bachelor's degree

Job Details

Coordinate office activities and operations to maintain efficiency and compliance with company policies and procedures. Perform clerical duties including answering and routing phone calls, managing company email inboxes, drafting correspondence, preparing documents, memos, and presentations.

Schedule, coordinate, and confirm appointments, meetings, and calendars for management and key stakeholders.

Welcome and assist visitors; determine nature of business and direct to appropriate person or department.

Establish, maintain and update manual and electronic filing systems; ensure accurate record keeping and information retrieval.

Manage inventory of office supplies; place orders and liaise with vendors to maintain cost-effective stock levels.

Develop, document and maintain office procedures and administrative systems; recommend process improvements.

Arrange travel itineraries, accommodations, and reservations for staff and management; prepare travel expense documentation.

Compile and present data, statistics and reports to support research, decision making and management reporting.

Assist with planning and execution of meetings, conferences and company events (logistics, materials, catering, attendee coordination).

Supervise and train office staff on standard procedures and use of office software and tools, as required.

Perform other administrative tasks and special projects as assigned.

Job Description

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Coordinate office activities and operations to secure efficiency and compliance to company policies

Carry out clerical duties such as answering phone calls, responding to emails and preparing documents, including office correspondence, memos and presentations

Schedule, coordinate, and confirm appointments, meetings, and calendars for management.

Greet visitors, determine the nature of their business, and direct them to the appropriate person or department.

Establish, maintain, and update manual and computerized filing and information management systems.

Order office supplies, manage inventory, and liaise with vendors as needed.

Determine, establish, and maintain office procedures and administrative systems.

Arrange travel schedules, accommodations, and reservations for staff and management.

Compile data, statistics, and other information to support research and reporting activities.

Assist in organizing meetings, conferences, and company events.

May supervise and train office staff on procedures and the use of current software and office tools.