Administrative assistant

CHOUHAN'S DISTRIBUTION LTD

Job ID
48995

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LOCATION	DATE POSTED	EXPIRY DATE
B-4121 Old Hwy Belleville, ON K8N 4Z4, Belleville, ON | Ontario	06-02-2026	01-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 32.00 hourly / 30 to 40 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Administrative Assistant

Employer details: CHOUHAN'S DISTRIBUTION LTD

Job details

- Location: B-4121 Old Hwy Belleville, ON K8N 4Z4
- Work location: On site
- Salary: 32.00 hourly / 30 to 40 hours per week
- Terms of employment: Permanent employment Full time
- Shift, Morning, Day, Weekend
- Starts as soon as possible
- Benefits: Other benefits
- Vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

On site: Work must be completed at the physical location. There is no option to work remotely.

Work setting

- Relocation costs not covered by employer
- Willing to relocate

Responsibilities

Tasks

- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas

• Set up and maintain manual and computerized information filing systems

Experience and specialization

Computer and technology knowledge

• MS Excel

• MS Office

Technical terminology

• Business

Area of specialization

• Correspondence

• Reports and records

• Invoices

Additional information

Security and safety

• Criminal record check

Transportation/travel information

• Public transportation is available

Work conditions and physical capabilities

• Attention to detail

• Repetitive tasks

Personal suitability

• Ability to multitask

• Excellent oral communication

• Excellent written communication

• Flexibility

• Organized

• Team player

• Accurate

• Client focus

• Reliability

Benefits

Other benefits

• Learning/training paid by employer

• Parking available

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

• Provides awareness training to employees to create a welcoming work environment for persons with disabilities

Support for newcomers and refugees

• Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for youths

• Provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans

• Provides awareness training to employees to create a welcoming work environment for Veterans

Support for Indigenous people

• Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Support for mature workers

• Applies hiring policies that discourage age discrimination

Supports for visible minorities

• Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

Who can apply for 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

Direct Apply

By Direct Apply

Additional ways to apply

By phone

306-620-2244 Between 10:00 AM and 04:00 PM

What you must include in your application:

• Answers to the following screening questions:

o Are you willing to relocate for this position?

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