

Administrative Assistant

Star Staging and Design Ltd

Job ID
50815

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LOCATION	DATE POSTED	EXPIRY DATE	
20 Automatic Rd Brampton, Ontario L6S 5N6, Brampton, ON Ontario	18-07-2026	14-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Apply at : info@stylewithus.ca

Job Description

Main duties and responsibilities

- Prepare, type, edit and proofread correspondence, invoices, presentations, brochures, proposals, reports and other business documents related to staging projects and office operations.
- Open, review and distribute incoming regular and electronic mail, messages and other information, and coordinate the flow of information internally and with clients, suppliers, realtors and other external partners.
- Answer telephone and electronic enquiries, greet walk in visitors, determine the nature of their business, and direct them to the appropriate contact or service area.
- Schedule and confirm appointments, on site staging visits, consultations, staff meetings and follow up calls for the employer and staging team and maintain updated calendars.
- Set up, maintain and update manual and computerized filing systems, including client files, project folders, contracts, photos, and other documentation.
- Maintain and manage a digital database of clients, leads, vendors and project details, ensuring information is accurate, organized and accessible to the team.
- Determine and establish office procedures to support smooth daily operations, including handling calls, walk ins, email inquiries and back and forth communication with clients and vendors.
- Order office supplies and small staging related supplies as required, track inventory and liaise with suppliers to ensure timely delivery.
- Perform data entry for client information, project details, invoices, receipts and other records, ensuring that information is complete and accurate.
- Perform basic bookkeeping tasks such as recording expenses, preparing invoice details, assisting with accounts payable/receivable, and helping to oversee payroll administration as directed.
- Compile data, statistics and other information to support business reporting and simple research activities (e.g. tracking leads, conversion rates, appointment no shows).
- Type and proofread forms, contracts, checklists and other documents used for staging projects and internal procedures.
- Provide customer service by responding promptly and professionally to inquiries, explaining services, booking

appointments and following up with clients after staging or consultations to provide ongoing support.

- Work with the marketing team or external marketing support to understand current promotions and marketing messages and communicate them accurately to clients and prospects in person, by phone and online.
- Assist in managing online presence and marketing related admin tasks, such as organizing images, updating document templates and supporting basic campaign logistics as required.
- Record and prepare minutes of internal meetings and planning sessions and circulate them to relevant staff.
- Arrange travel schedules and make reservations for staff when required
- May help organize small office events, client appreciation activities or conferences related to home staging or real estate, including coordinating logistics and communications.
- May supervise and train junior office staff or co ops in office procedures and use of current software, under the direction of management.

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.

Computer and technology knowledge

Google Docs

MS Excel

MS Windows

MS Word

MS Office

Google Drive