



## Administrative Assistant Smilezone Foundation – Oakville, ON

**Job Type:** Full-time

**Start Date:** Immediately

**Location:** 557 Chartwell Road, Oakville, ON, L6J 4A8

### **Job Summary:**

Smilezone Foundation is currently seeking a full-time **Administrative Assistant** for our Oakville office. The candidate will perform daily administrative functions in a punctual, professional manner, while providing the highest quality of customer service.

**Hours of work are 8:30am – 4:30pm from Monday – Friday.**

Interested applicants should submit a cover letter, stating salary expectations, and resume via Indeed.com:

<https://ca.indeed.com/jobs?q=smilezone&l=Oakville%2C%20ON&vjk=6f0b93b05810d021>

### **Responsibilities:**

- Greet customers and visitors in a professional manner
- Answer, screen and forward phone calls to appropriate employees
- Prepare agendas, schedule and organize client meetings, internal meetings, travel, and department activities
- Issue purchase orders
- Proficient administration of all clerical duties including typing, filing etc.
- General administrative duties as requested

### **Competencies:**

- Able to work independently and take directions from others
- Outgoing and friendly personality
- Excellent communication and organizational skills
- Exceptional customer service skills
- The ability to multi-task and meet deadlines in a fast paced environment
- Strong work ethic with an attention to detail
- Proficiency in MS Office (Word, Excel, & Outlook)

**Smilezone Foundation is an equal opportunity employer and encourages applications from all qualified candidates. Successful candidates will be required to complete a criminal background check. We thank all applicants for their interest. Only those considered for an interview will be contacted**