

Company Name: HGS

Address: 82 Hillstrom Ave, Charlottetown, PE C1E 2C6

Phone: (902)370-3200

Job Title: Executive Secretary

Job Description:

Responsibilities for Secretary:

- Answer phone calls received and direct them appropriately
- Record notes and messages for the employer
- Manage travel arrangements and itineraries on behalf of the employer
- Manage the employer's calendar and appointment scheduling
- Read and write correspondence in mail or email form.
- Run errands at clerk's office, post office, and bank as needed.

Duties not required on a regular basis but that will be expected to learn:

- Running payroll from start to finish
- Paying all monthly and quarterly bills
- Reconciling bank accounts with general ledger

Qualifications for Secretary:

- Very good organization and note taking skills
- Proven experience working as a personal assistant required
- Familiarity with office devices such as scanners, printers, and fax machines
- Excellent communication skills
- Strong customer service and social skills
- Exceptional organizational and time-management skills
- Follows instructions clearly and accurately within a timely fashion
- Proactive and enthusiastic about delivering positive results

Job Location: Charlottetown, PE.

Closing Date: 2021/04/20

Job Type: Part-time

Amount: 21.00 CAD hourly

Hours: 17 weekly

Interested applicants should email resume: bradleyhullsebosch@gmail.com