

Helping Hands

Administrative Assistant

For More Information:

<https://www.helpinghandsapp.com/team.html>



Description

- Reading and analyzing incoming Emails.
- Coordinating between departments and operating units in resolving day-to-day tasks.
- Mixture of working with data on a digital database as well as hardcopy folders.
- Ensuring that data is consolidated to reduce confusion and unnecessary clutter between files.
- Consistently keeping track of data to minimize data loss and misplacement.
- Ensuring the accuracy of all information and documentation stored on the internal database.
- Organizing, sorting and indexing appropriate files as required and ensuring all documents are stored safely and accessibly.
- Supporting the various levels of the organization to provide requested information within given time
- Monitoring urgent and not so urgent email communications and ensuring completion of appropriate action

Add a little bit of body text



(Dates/Times):

A minimum of five-week commitment is required, with a minimum of 10 hours of volunteering per week. Volunteers can wish to work more than the specified time frame if they wish.



Location

5100, Erin Mills Parkway,
Mississauga, ON, L5M 4Z5



Computers & Technology



Communication



SKILLS YOU CAN GAIN



Time Management



Creativity



Problem Solving



Teamwork

Helping
Youth Get
Engaged in
the
Community



@HelpHandsApp