

## Administrative Specialist

### Job details

#### Company operating name

- MyGalaxy Financial Inc.

#### Business address/location of work

- 331 Maple Ave, Oakville, ON L6J 2H8, Remote work available

#### Salary

- \$29.00 per hour, 30 hours per week, 52 weeks per annum

#### Terms of employment

- Permanent full time

#### Start date

- Starts as soon as possible

#### Vacancies

- 1 vacancy

### Overview

#### Languages

- English

#### Education

- Bachelor's degree

#### Minimum related experience

- 7 months to less than 1 year in the field related to life insurance

### Responsibilities

#### Tasks

- Arrange and co-ordinate seminars, conferences, etc.

- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Oversee the preparation of reports
- Advise senior management
- Order office supplies and maintain inventory
- Oversee payroll administration
- Plan, organize, direct, control and evaluate daily operations
- Arrange travel, related itineraries and make reservations
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Contact clients and suppliers to resolve problems

## Experience and specialization

### Computer and technology knowledge

- Google Docs
- MS Outlook
- MS Windows
- Electronic scheduler
- MS Office

### Technical terminology

- Financial

### Area of specialization

- Financial statements
- Charts, tables, graphs and diagrams

## Additional information

### Transportation/travel information

- Own vehicle
- Valid driver's licence

### Personal suitability

- Attention to detail
- Ability to multitask
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability

## Benefits

### Benefits

- Two weeks of vacation time

### Other benefits

- Free parking available

## How to apply

[mygalaxyfinancial@gmail.com](mailto:mygalaxyfinancial@gmail.com)

This job posting includes screening questions. Please provide your resume and answer the following questions when applying by email:

- Are you currently legally able to work in Canada?
- Are you a Canadian citizen or permanent resident?
- Are you willing to relocate for this position?



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- Do you currently reside in proximity to the advertised location?
- How much previous experience do you have in the field related to life insurance?
- What is the highest level of study you have completed?