



Administrative Assistant/Receptionist

Location: London, Ontario, CAN

AT DIAMOND AIRCRAFT, WE COMBINE ATTENTION TO DETAIL WITH CUTTING-EDGE TECHNOLOGY AND PIONEERING INNOVATION. OUR DEDICATION TO THE QUALITY OF OUR ENGINEERING AND WORKMANSHIP MAKES OUR AIRCRAFT THE SAFEST IN THEIR CLASS.

Job Summary:

Responsible for providing a wide range of administrative support activities to facilitate the efficient operation of the organization.

Responsibilities

- Provide administrative support to the Director of Administration & the CEO
- Answer and direct phone calls, reply to emails, and handle inquiries promptly and accurately.
- Perform general administrative duties such as filing, typing, copying, and scanning.
- Coordinate and schedule meetings/appointments, take meetings minutes and maintain document archives.
- Welcome and assist Diamond Aircraft visitors.
- Arrange travel and accommodation bookings.
- Assist in the preparation of reports.
- Maintain and update contact lists.
- Handle sensitive information with confidentiality.
- Provide support to meeting hosts as requested.
- Perform other duties assigned by the Administrative Supervisor.

Qualifications & Experience:

- Legally entitled to work in Canada.
- Fluency in Chinese
- Valid Driver's License and reliable transportation
- High school diploma or equivalent
- Proficient in MS Office
- Strong interpersonal and communication skills with a professional and friendly demeanor
- Excellent organization, time management and confidentiality skills

Why Work For Us:

- Comprehensive Benefits Plan
- Employee and Family Assistance Program (EFAP)
- Education Assistance Program
- Employee Referral Program
- Registered Retirement Savings Plan (RRSP) Program
- Company Sponsored Social Events

JOIN THE DIAMOND FAMILY!

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