



## Technical Assistant - Office Support

**Posted by:** Tajpur Investments Ltd

**Posting date:** 08-May-2024      **Closing date:** 28-May-2024

**Education:** Minimum: Secondary(high) school graduation certificate

**Language:** English

**Job location:** Abbotsford

**Salary:** \$\$28.85 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1422254

Expired

### Job description:

Job Description:

Salary : \$28.85 per hour

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities

Tasks

Review, evaluate and implement new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met

Carry out administrative activities of establishment

Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation  
Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services  
Assist in the preparation of operating budget and maintain inventory and budgetary controls  
Assemble data and prepare periodic and special reports, manuals and correspondence  
Oversee and co-ordinate office administrative procedures.

How to Apply:

email: [tajpurinvestmentsltd@gmail.com](mailto:tajpurinvestmentsltd@gmail.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [tajpurinvestmentsltd@gmail.com](mailto:tajpurinvestmentsltd@gmail.com)**

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