



Technical Assistant - Office Support

Posted by: Tajpur Investments Ltd

Posting date: 31-May-2024 **Closing date:** 20-Jun-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: CAJ7017691

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

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

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