



## Technical Assistant - Office Support

**Posted by:** Tajpur Investments Ltd

**Posting date:** 26-Aug-2024      **Closing date:** 15-Sep-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:** CAJ5375668

### 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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