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Administrative Assistant

Posted by: 24K CONTRACTING LTD

Posting date: 08-Aug-2024 **Closing date:** 04-Feb-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Surrey

Salary: \$29.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2062178

Job description:

administrative assistant

Job details

Surrey, BC
V3S 3L5
On site

29.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On-site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Direct and control daily operations

Open and distribute mail and other materials

Plan and organize daily operations

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

How to apply

By email

24kcontracting@gmail.com