



Office Administrative Assistant

Posted by: Westlaw Management Limited Partnership

Posting date: 19-Sep-2024 **Closing date:** 18-Mar-2025

Education: High school graduation certificate or equivalent experience

Language: English

Job location: Vancouver

Salary: \$26.64 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1400264

Job description:

Westlaw Management Limited Partnership in Vancouver, BC, is looking for an experienced Office Administrative Assistant.

Job details are as follows:

Location of employment: 1500-401 West Georgia St, Vancouver, BC, V6B 5A1

Number of position: 1

Job Type: Full time and Permanent

Starting date: as soon as possible

Salary: \$26.64 per hour, 35 hours per week

Experience: 1 year to less than 2 years

Education: Secondary (high) school graduation certificate or equivalent experience

Languages: English

Tasks:

- Arrange and co-ordinate seminars, conferences, etc.
- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems

- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service

Work conditions and physical capabilities:

- Ability to work independently
- Fast-paced environment
- Attention to detail

Personal suitability:

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Judgement
- Organized
- Team player
- Accurate
- Client focus
- Reliability

- Time management
- Adaptability
- Dependability
- Quick learner

Benefits:

- **Health benefits:** Dental plan & Health care plan
- **Financial benefits:** Registered Retirement Savings Plan (RRSP)

Who can apply to this job?

- Anyone who can legally work in Canada can apply for this job
- If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application

How to apply:

By email: lindsay_kenney_llp@outlook.com

Posted on canadianjobportal.com