



**Administrative Assistant**

**Posted by:** Waivin Flags Taxi  
**Posting date:**05-Nov-2024      **Closing date:** 25-Nov-2024  
**Education:** Secondary (high) school graduation certificate or equivalent experience  
**Language:** English  
**Job location:** Campbell River  
**Salary:** \$27.00 Per Hour  
**Years of Experience:** 1 year  
**Vacancy:** 3  
**Job Type:** Full Time

**Job id:** CAJ6408380

**Job description:**

**administrative assistant** Verified

Posted on September 25, 2024 by WAIVIN FLAGS TAXI

**Job details**

Campbell River, BC

V9W 2G3

On site

27.00 hourly / 40 hours per Week

Permanent employment

Full time

Shift

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3095197

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### On site

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

### Work setting

Transportation company

## Responsibilities

### Tasks

- Assist with staff consultation and grievance procedures
- Coordinate the flow of information within the team
- Direct and control daily operations
- Evaluate daily operations
- Motivate staff
- Plan and control budget and expenditures
- Supervise other workers
- Train staff
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage training and development strategies
- Compile data, statistics and other information
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- Organize staff consultation and grievance procedures
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Work with the marketing department to understand and communicate marketing messages to the field
- Recruit and hire workers and carry out related staffing actions
- Recruit and hire staff
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Supervise office and volunteer staff

### **Supervision**

3-4 people

### **Experience and specialization**

#### **Computer and technology knowledge**

MS Office

Google Drive

### **Additional information**

#### **Security and safety**

Criminal record check

#### **Transportation/travel information**

Valid driver's licence

#### **Work conditions and physical capabilities**

Ability to work independently

Work under pressure

Repetitive tasks

#### **Personal suitability**

Ability to multitask

Excellent oral communication

Excellent written communication

Organized

Team player

Reliability

Time management

Quick learner

## Benefits

### Health benefits

Health care plan

### Other benefits

Other benefits

## Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

### Who can apply to this job?

#### The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

## How to apply

**Direct Apply**

By applying directly on Job Bank (Direct Apply)

**By email**

[waivinflagstaxi@gmail.com](mailto:waivinflagstaxi@gmail.com)

**Advertised until**

2024-10-25

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**