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## Administrative Assistant

**Posted by:** CLEAN & GREEN BUILDING MAINTENANCE INC.

**Posting date:** 07-Nov-2024      **Closing date:** 27-Nov-2024

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

**Language:** English

**Job location:** Coquitlam

**Salary:** \$25.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3023467

## Job description:

**administrative assistant** Verified

by CLEAN & GREEN BUILDING MAINTENANCE INC.

### Job details

Coquitlam, BC

V3B 6B4

On site

25.00 hourly / 40 hours per Week

Permanent employment

Full time

Flexible Hours

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3145613

## 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

Hospitality industry

Business services

Hotel, motel, resort

Restaurant

## **Responsibilities**

### **Tasks**

- Motivate staff
- Supervise other workers
- Train staff
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Work with the marketing department to understand and communicate marketing messages to the field
- Recruit and hire workers and carry out related staffing actions

### **Supervision**

16-20 people

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Word
- Social Media
- Google Drive

### **Technical terminology**

Business

## **Additional information**

### **Security and safety**

Criminal record check

### **Transportation/travel information**

Willing to travel regularly

Valid driver's licence

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

Ability to work independently

Fast-paced environment

Work under pressure

Repetitive tasks

Large workload

### **Personal suitability**

Ability to multitask

Excellent oral communication

Flexibility

Team player

Reliability

Time management

### **Benefits**

#### **Health benefits**

Health care plan

#### **Other benefits**

Other benefits

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### **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

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