



## Administrative Assistant

**Posted by:** Waivin Flags Taxi

**Posting date:** 13-Jan-2025      **Closing date:** 02-Feb-2025

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

**Language:** English

**Job location:** Campbell River

**Salary:** \$36 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ2268603

Expired

## Job description:

**administrative assistant** Verified

Posted on December 04, 2024 by [WAIVIN FLAGS TAXI](#)

## Job details

Campbell River, BC

V9W 2G3

On site

36.00 hourly / 40 hours per Week

Permanent employment

Full time

Flexible Hours, Morning, Night, Overtime, Shift, Weekend

Starts as soon as possible

Benefits: Health benefits

2 vacancies

Job Bank #3172059

## 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

Willing to relocate

## **Responsibilities**

### **Tasks**

- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Evaluate daily operations
- Motivate staff
- Plan and organize daily operations
- Supervise other workers
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee development of communication strategies
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems
- Recruit and hire workers and carry out related staffing actions
- Perform basic bookkeeping tasks
- Supervise office and volunteer staff

### **Supervision**

5-10 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

### **Area of specialization**

Business process management

## Additional information

### Security and safety

Criminal record check

### Transportation/travel information

Valid driver's licence

### Work conditions and physical capabilities

Ability to work independently

Attention to detail

Repetitive tasks

### Personal suitability

Ability to multitask

Excellent oral communication

Team player

Time management

Dependability

Quick learner

## Benefits

### Health benefits

Health care plan

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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:

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## 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 Direct Apply

### By mail

1995 Island Hwy  
Campbell River, BC  
V9W 2G3

### Advertised until

2025-01-03

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

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