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## Administrative Assistant

**Posted by:** Waivin Flags Taxi

**Posting date:** 04-Dec-2024      **Closing date:** 24-Dec-2024

**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:** CAJ5370522

## 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