

canadianjobportal.com

Administrative Assistant

Posted by: Quality Collating Ltd

Posting date: 19-Dec-2024 **Closing date:** 08-Jan-2025

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

Language: English

Job location: Ladysmith

Salary: \$36.00 Per Hour

Years of Experience: 1 year

Vacancy: 3

Job Type: Full Time

Job id: CAJ7359563

Job description:

administrative assistant Verified

Posted on December 19, 2024 by **Quality Collating Ltd**

Job details

Ladysmith, BC
V9G 1A3
On site

36.00 hourly / 40 hours per Week

Permanent employment

Full time

Flexible Hours, Morning, Night, On Call, Overtime, Shift

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3185760

Overview

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

1 year to less than 2 years

On site

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

Work setting

Bindery company

Responsibilities

Tasks

- Direct and control daily operations
- Evaluate daily operations
- Motivate staff
- Supervise other workers
- Train staff
- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Oversee development of communication strategies
- Compile data, statistics and other information
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Oversee payroll administration
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Conduct research
- Perform data entry
- Perform basic bookkeeping tasks
- Conduct performance reviews
- Supervise office and volunteer staff

Supervision

16-20 people

Experience and specialization

Computer and technology knowledge

- MS Windows
- MS Word
- Google Drive

Area of specialization

Correspondence
Reports and records
Contracts

Additional information

Security and safety

Criminal record check

Transportation/travel information

Own vehicle
Valid driver's licence

Work conditions and physical capabilities

Ability to work independently
Fast-paced environment
Work under pressure
Attention to detail
Repetitive tasks

Personal suitability

Ability to multitask
Excellent oral communication
Organized
Team player
Time management
Dependability
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 Direct Apply

By email

polarexpressjobposting@gmail.com

Advertised until

2025-01-18