



## Administrative Assistant

**Posted by:** Spacestar Drywall LTD.

**Posting date:** 04-Feb-2025      **Closing date:** 24-Feb-2025

**Education:** Secondary school

**Language:** English

**Job location:** Surrey

**Salary:** \$26.00 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4290297

## Job description:

### Work setting

Primary industry

Construction

Transportation, communication and utilities

### Responsibilities

### Tasks

Assist with staff consultation and grievance procedures  
Coordinate the activities of the HR department in order to ensure they meet the organization's goals  
Plan and control budget and expenditures  
Plan and organize daily operations  
Establish and implement policies and procedures  
Assign, co-ordinate and review projects and programs  
Plan, develop and implement recruitment strategies  
Manage contracts  
Answer telephone and relay telephone calls and messages  
Answer electronic enquiries  
Compile data, statistics and other information  
Advise senior management  
Order office supplies and maintain inventory  
Negotiate collective agreements on behalf of employers or workers

**Supervision**

3-4 people

**Experience and specialization****Computer and technology knowledge**

MS Excel  
MS PowerPoint  
MS Word  
MS Office  
Quick Books  
LinkedIn

**Area of work experience**

Purchasing, procurement and contracts  
Human resources

**Area of specialization**

Contracts  
Financial statements

Invoices  
Project management

## **Additional information**

### **Transportation/travel information**

Own transportation  
Public transportation is available

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

Ability to work independently  
Fast-paced environment  
Work under pressure  
Tight deadlines  
Attention to detail  
Repetitive tasks  
Work with minimal supervision

### **Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Flexibility  
Organized  
Team player  
Time management  
Adaptability

**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: [spacestardw@outlook.com](mailto:spacestardw@outlook.com)**

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