



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

Expired

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

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