



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

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