



## Administrative Assistant

**Posted by:** Papa Dave's Pizza

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

**Education:** Secondary school

**Language:** English

**Job location:** Port Coquitlam

**Salary:** \$35 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7115655

Expired

## Job description:

### On site

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

## Responsibilities

### Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries

Order office supplies and maintain inventory  
Set up and maintain manual and computerized information filing systems  
Recruit and hire staff  
Maintain and manage digital database  
Perform basic bookkeeping tasks

**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: [papadaves2011@gmail.com](mailto:papadaves2011@gmail.com)**

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