



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

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