



## Administrative Assistant

**Posted by:** Macro Logistics Inc

**Posting date:** 06-Feb-2025      **Closing date:** 05-Aug-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Surrey

**Salary:** \$25 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6030148

## Job description:

### Administrative Assistant (13110)

<b>Employer:</b>	Macro Logistics Inc
<b>Location:</b>	14457 19A Avenue, Surrey, British Columbia V4A 6X3
<b>Salary:</b>	25.00 hourly / 30 to 35 hours per Week
<b>Job Type:</b>	Permanent, Full Time
<b>Start Date:</b>	As soon as possible
<b>Language:</b>	English
<b>Minimum Education:</b>	Secondary (high) school graduation certificate
<b>Position Available:</b>	1
<b>NOC Group:</b>	13110— Administrative Assistants

## Job Details :

We are looking for a motivated and experienced administrative assistant who can provide vital support by managing schedules, coordinating meetings, handling correspondence, organizing files, and performing various clerical tasks. As an administrative assistant, you will be responsible for smooth office operations along with maintaining databases and communicating effectively with staff and clients. Attention to detail and strong organizational skills are essential for success in this role.

## Responsibilities:

- Arranging and coordinating seminars, conferences, etc.
- Supervising other workers
- Establishing and implementing policies and procedures
- Training, directing, and motivating staff
- Recording and preparing minutes of meetings, seminars, and conferences
- Planning, developing, and implementing recruitment strategies
- Managing contracts
- Answering telephone and relaying telephone calls and messages
- Answering electronic inquiries
- Overseeing development of communication strategies
- Overseeing the preparation of reports
- Responding to employee questions and complaints
- Ordering office supplies and maintaining inventory
- Planning, organizing, directing, controlling, and evaluating daily operations

## Requirements:

- **Secondary (high) school graduation certificate**
- **Experience: 1 year to less than 7 months**

**To apply, please submit your resume to [jobs@macrologistics.ca](mailto:jobs@macrologistics.ca). We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.**

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**