



Administrative Assistant

Posted by: Lion Frame Films Ltd.

Posting date: 06-Feb-2025 **Closing date:** 26-Feb-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Surrey

Salary: \$25.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ4833218

Expired

Job description:

Employer: Lion Frame Films Ltd.

Position: Administrative Assistant

Address: 13320 78 Avenue, suite 481, Surrey, BC, V3V 0H6

Wage Rate: \$ 25.00 per hour

Employment Type: Full-time Permanent

Start Date: As soon as possible

Vacancy: 2

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

Tasks:

- Plan and organize daily operations
- Train other workers
- Plan, develop and implement recruitment strategies
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Work with the marketing department to understand and communicate marketing messages to the field
- Perform basic bookkeeping tasks
- Conduct performance reviews

How to apply

By email: lionframefilmshr@gmail.com

By mail: 13320 78 Avenue, suite 481, Surrey, BC, V3V 0H6

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: lionframefilmshr@gmail.com

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