



## 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

## 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](mailto: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](mailto:lionframefilmshr@gmail.com)**

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