



Administrative Assistant

Posted by: Fit4Me Gym

Posting date: 03-Mar-2025 **Closing date:** 30-Aug-2025

Education: College/CEGEP or equivalent experience

Language: English

Job location: Surrey

Salary: \$26.44 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6499640

Job description:

*Schedule and confirm appointments
Manage membership agreement of clients
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Order office supplies and maintain inventory
Greet people and direct them to contacts or service areas
Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
Type and proofread correspondence, forms and other documents
Perform data entry
Provide customer service*

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: fit4lesspro@gmail.com

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