



administrative assistant

Posted by: Employer detailsRex Moving and Delivery Inc

Posting date: 10-Apr-2025 **Closing date:** 07-Oct-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Burnaby

Salary: \$35 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ3580312

Expired

Job description:

administrative assistant Verified

Posted on April 10, 2025 by Rex Moving and Delivery Inc

Job details

Burnaby, BC

V3N 2G8

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3279511

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Assist with staff consultation and grievance procedures

- Direct and control daily operations
- Direct staff
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Supervise other workers
- Establish and implement policies and procedures
- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Answer electronic enquiries
- Compile data, statistics and other information
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Maintain and manage digital database
- Perform basic bookkeeping tasks

Supervision

3-4 people

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

By email

rexbmoving@hotmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- References attesting experience

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?

Advertised until

2025-05-10

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: rexbmoving@hotmail.com

Posted on canadianjobportal.com