



## Administrative Assistant

**Posted by:** Papa Dave's Pizza

**Posting date:** 12-Jun-2025      **Closing date:** 02-Jul-2025

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

**Language:** English

**Job location:** Port Coquitlam

**Salary:** \$35.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1514887

Expired

## Job description:

### Responsibilities

### Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory

- Set up and maintain manual and computerized information filing systems
- Recruit and hire staff
- Maintain and manage digital database
- Perform basic bookkeeping tasks

**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: [papadaves2011@gmail.com](mailto:papadaves2011@gmail.com)**

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