



## **Administrative Assistant (NOC 13110)**

**Posted by:** Titan Industries Ltd.

**Posting date:** 19-Aug-2025      **Closing date:** 15-Feb-2026

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

**Language:** English

**Job location:** Surrey

**Salary:** \$28 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4385663

## **Job description:**

**Administrative Assistant (NOC 13110)**

**Wages:** \$28.00 / hour

**Languages required:** English

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

**Experience:** 1 year to less than 2 years

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

**Responsibilities**

**Tasks**

- Determine and establish office procedures
- Schedule and confirm appointments for management and other employees
- Answer telephone calls, emails and relay calls and messages
- Answer electronic inquiries
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Open and distribute incoming regular and electronic mail and other material
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information and filing systems
- May supervise and train office staff in procedures and in use of current software
- Prepare and proofread correspondence, forms and other documents

**Additional information**

**Personal suitability:** Ability to multitask, Excellent oral communication, Flexibility, Organized, Accurate, Reliability

**Who can apply for this job?**

**You can apply if you are:** a Canadian citizen/permanent resident of Canada/temporary resident of Canada with a valid work permit

**How to Apply:** send detailed resume to [titanindustriesjobs@gmail.com](mailto:titanindustriesjobs@gmail.com)

**Please answer the following questions when applying:** Are you currently legally able to work in Canada?

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

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