



## Office administrative assistant

**Posted by:** POINT QUEEN FISHERIES LTD.

**Posting date:** 21-Sep-2025      **Closing date:** 20-Mar-2026

**Education:** College/CEGEP

**Language:** English

**Job location:** Saint George

**Salary:** \$25.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2890760

### Job description:

Point Queen Fisheries in Letete, NB requires an office administrative assistant

Job requirements

Language

English

Education

College/CEGEP

## Experience

Minimum 1-year experience in office administration or related experience required

## Personal suitability

Ability to multitask, Excellent written communication, Flexibility, Organized, Accurate, Reliability, Adaptability, Dependability

## Tasks

Working 30 to 40 hours per week, Direct staff, Plan and control budget and expenditures, Review HR projects to assure compliance with laws and regulations, Determine and establish office procedures and routines, Answer telephone and relay telephone calls and messages, Answer electronic enquiries, Compile data, statistics and other information, Order office supplies and maintain inventory, Arrange travel, related itineraries and make reservations, Greet people and direct them to contacts or service areas, Set up and maintain manual and computerized information filing systems, Perform data entry, Provide customer service, Perform basic bookkeeping tasks

## Work conditions and physical capabilities

Ability to work independently, Attention to detail, Work with minimal supervision

Please send your resume to: 1207 Route 172, L'Etete, NB E5C 2R6  
or email to: [pqfnb@hotmail.ca](mailto:pqfnb@hotmail.ca)

**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: [pqfnb@hotmail.ca](mailto:pqfnb@hotmail.ca)**

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