



## **Administrative Assistant**

**Posted by:** Triway Food and Gas Ltd

**Posting date:** 21-Nov-2025      **Closing date:** 20-May-2026

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

**Language:** English

**Job location:** Vernon

**Salary:** \$37.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5831714

## **Job description:**

We are looking for an experienced Administrative Assistant.

Job details are as follows:

Location of employment: Vernon, BC, V1H 1M3

Number of position: 1

Job Type: Full time and Permanent

Starting date: as soon as possible

Salary : \$37.00 per hour, 35 hours per week

Experience: 2 years to less than 3 years

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Languages: English

Tasks:

- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service

Work conditions and physical capabilities:

- Ability to work independently
- Fast-paced environment
- Attention to detail

Personal suitability:

- Ability to multitask
- Excellent oral communication
- Flexibility
- Judgement
- Organized
- Team player
- Accurate
- Reliability
- Time management
- Adaptability
- Dependability

•Quick learner

Who can apply to this job?

– Anyone who can legally work in Canada can apply for this job

– If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application

How to apply:

By email: [triwayfoodandgas@outlook.com](mailto:triwayfoodandgas@outlook.com)

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