



Administrative Assistant

Posted by: Kamloops Heating & Airconditioning Ltd.

Posting date: 01-Dec-2025 **Closing date:** 21-Dec-2025

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Job location: Kamloops

Salary: \$28.85 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ7531139

Expired

Job description:

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and organize daily operations
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information

Order office supplies and maintain inventory
Organize staff consultation and grievance procedures
Type and proofread correspondence, forms and other documents
Provide customer service
Consult with clients after sale to provide ongoing support

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word
Adobe Photoshop
MS Access
MS Office
Adobe Acrobat Reader
Google Drive
LinkedIn
Electronic mail

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: billing@kamloopshvac.com

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