



## **Administrative Assistant**

**Posted by:** 1486281 B.C. LTD.

**Posting date:** 05-Dec-2025      **Closing date:** 03-Jun-2026

**Education:** Secondary

**Language:** English

**Job location:** Richmond

**Salary:** \$36.6 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1600200

### **Job description:**

Administrative Assistant

Company: 1486281 B.C. LTD. (operating as CHAYAN)

Location: Richmond, BC

Position Type: Full-time, Permanent

Wage: \$36.60 per hour

About CHAYAN

CHAYAN is a premium Chinese tea brand that has always adhered to the highest standards of quality. Our mission is to bring customers the finest tea experience through continuous innovation and research. With a professional R&D laboratory based in China, CHAYAN is dedicated to developing new tea

concepts, refining product formulations, and creating high-quality tea beverages that blend tradition with modern taste.

### Key Responsibilities

- Handle day-to-day administrative paperwork, update internal records, and ensure files are kept accurate and up to date.
- Manage incoming communication and make sure information is passed to the right team members in a timely manner.
- Assist with scheduling tasks, such as arranging staff meetings, confirming maintenance appointments, and coordinating with suppliers.
- Keep track of store and office supply levels, arranging restocking when needed.
- Respond to customer or partner inquiries received through email or phone and direct them to the appropriate personnel.
- Maintain organized filing systems for operational documents, compliance records, and employee information.
- Help streamline simple administrative routines to support smooth store operations.
- Assist with preparing short summaries, internal updates, or notes from staff meetings when needed.
- Compile simple data to assist the manager in reviewing operational needs.
- Provide basic guidance to new team members on administrative procedures.

### Qualifications

- Completion of secondary school is preferred.
- Minimum 1 year of administrative or related experience.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and basic office software.

### How to Apply

Please send your resume and a brief cover letter to: [chayanrmd@outlook.com](mailto:chayanrmd@outlook.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**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: [chayanrmd@outlook.com](mailto:chayanrmd@outlook.com)**

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