



Administrative Assistant

Posted by: Linux immigration Inc

Posting date: 06-Dec-2023 **Closing date:** 26-Dec-2023

Education: Secondary School

Language: English

Job location: Surrey

Salary: \$26

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ6358136

Expired

Job description:

Job description:

Administrative assistant - office

Job details

- Location Surrey, BC V3S 7G1
- Salary 26.00 hourly / 32 hours per Week

- Terms of employmentPermanent employmentFull time
- Day, Morning
- Start dateStarts as soon as possible
- vacancies2 vacancies
- Verified
- SourceJob Bank #2650636

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Responsibilities

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- 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
- 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

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure

- Attention to detail

Personal suitability

- Ability to multitask
- Flexibility
- Organized
- Client focus
- Reliability

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Visible minorities, Youth

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

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

How to apply

By email

linuximmigration1@gmail.com

Posted on canadianjobportal.com