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## Administrative assistant

**Posted by:** JAI PUSHPA AND CHRIS HOLDINGS LTD.

**Posting date:** 19-Dec-2024      **Closing date:** 08-Jan-2025

**Education:** High School Diploma

**Language:** English

**Job location:** Lillooet

**Salary:** \$\$26.50 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2767563

## Job description:

### Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Oversee payroll administration
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Recruit and hire staff
- Perform basic bookkeeping tasks