



Administrative assistant

Posted by: JAI PUSHPA AND CHRIS HOLDINGS LTD.

Posting date: 09-Jan-2025 **Closing date:** 29-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: CAJ1367236

Expired

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

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