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Administrative Assistant

Posted by: Spacestar Drywall LTD.

Posting date: 05-Nov-2024 **Closing date:** 25-Nov-2024

Education: Secondary school

Language: English

Job location: Surrey

Salary: \$26.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: DISJ3723407

Job description:

Work setting

- Primary industry
- Construction
- Transportation, communication and utilities

Responsibilities

Tasks

- Assist with staff consultation and grievance procedures
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals

- Plan and control budget and expenditures
- Plan and organize daily operations
- Establish and implement policies and procedures
- Assign, co-ordinate and review projects and programs
- Plan, develop and implement recruitment strategies
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Advise senior management
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS PowerPoint
- MS Word
- MS Office
- Quick Books
- LinkedIn

Area of work experience

- Purchasing, procurement and contracts
- Human resources

Area of specialization

- Contracts
- Financial statements
- Invoices
- Project management

Additional information

Transportation/travel information

Own transportation

Public transportation is available

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Work with minimal supervision

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Time management

Adaptability