

Expired



Administrative Assistant

Posted by 24K CONTRACTING LTD

Posting Date : 08-Aug-2024

Closing Date : 04-Feb-2025

Location : Surrey

Salary : \$29.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5973899

Job Description:

administrative assistant

Job details

Surrey, BC

V3S 3L5

On site

29.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On-site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Direct and control daily operations
Open and distribute mail and other materials
Plan and organize daily operations
Determine and establish office procedures and routines
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Order office supplies and maintain inventory
Greet people and direct them to contacts or service areas

How to apply

By email

24kcontracting@gmail.com

Posted on Disabled job Portal