

disabledjobboard.com

Administrative Assistant

Posted by: Waivin Flags Taxi

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

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Job location: Campbell River

Salary: \$27.00 Per Hour

Years of Experience: 1 year

Vacancy: 3

Job Type: Full Time

Job id: DISJ2360172

Job description:

administrative assistant Verified

Posted on September 25, 2024 by [WAIVIN FLAGS TAXI](#)

Job details

Campbell River, BC

V9W 2G3

On site

27.00 hourly / 40 hours per Week

Permanent employment

Full time

Shift

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3095197

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Work setting

Transportation company

Responsibilities

Tasks

- Assist with staff consultation and grievance procedures
- Coordinate the flow of information within the team
- Direct and control daily operations
- Evaluate daily operations
- Motivate staff
- Plan and control budget and expenditures
- Supervise other workers
- Train staff
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage training and development strategies
- Compile data, statistics and other information
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- Organize staff consultation and grievance procedures
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents
- Work with the marketing department to understand and communicate marketing messages to the field
- Recruit and hire workers and carry out related staffing actions
- Recruit and hire staff
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Supervise office and volunteer staff

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

MS Office

Google Drive

Additional information

Security and safety

Criminal record check

Transportation/travel information

Valid driver's licence

Work conditions and physical capabilities

Ability to work independently

Work under pressure

Repetitive tasks

Personal suitability

Ability to multitask

Excellent oral communication

Excellent written communication

Organized

Team player

Reliability

Time management

Quick learner

Benefits

Health benefits

Health care plan

Other benefits

Other benefits

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

waivinflagstaxi@gmail.com

Advertised until

2024-10-25