

**Expired**



## **Administrative Assistant**

**Posted by Quality Collating Ltd**

**Posting Date :** 27-Nov-2024

**Closing Date :** 17-Dec-2024

**Location :** Ladysmith

**Salary :** \$27.00 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 3
- **Job Type:** Full Time
- **Job ID:** DISJ5535557

### **Job Description:**

# administrative assistant

Verified

Posted on July 16, 2024 by [Quality Collating Ltd](#)

## Job details

Ladysmith, BC  
V9G 1A3

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 #3001791

## 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.

### Work setting

Factory or plant

## **Responsibilities**

### **Tasks**

- Supervise other workers
- Train other workers
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Supervise office and volunteer staff

### **Supervision**

11-15 people

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Word
- Adobe Acrobat Reader

## **Additional information**

### **Security and safety**

Criminal record check

### **Work conditions and physical capabilities**

- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

### **Personal suitability**

Ability to multitask

## Benefits

### Health benefits

Health care plan

### Other benefits

Free parking available

Parking available

## 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

[qualitycollatingladysmith@gmail.com](mailto:qualitycollatingladysmith@gmail.com)

## Advertised until

2024-10-16

**Posted on Disabled job Portal**