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Administrative Assistant

Posted by: CLEAN & GREEN BUILDING MAINTENANCE INC.

Posting date: 07-Nov-2024 **Closing date:** 27-Nov-2024

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

Language: English

Job location: Coquitlam

Salary: \$25.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: DISJ5536638

Job description:

administrative assistant Verified

by CLEAN & GREEN BUILDING MAINTENANCE INC.

Job details

Coquitlam, BC

V3B 6B4

On site

25.00 hourly / 40 hours per Week

Permanent employment

Full time

Flexible Hours

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3145613

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

Hospitality industry

Business services

Hotel, motel, resort

Restaurant

Responsibilities

Tasks

- Motivate staff
- Supervise other workers
- Train staff
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Perform data entry
- Provide customer service
- Work with the marketing department to understand and communicate marketing messages to the field
- Recruit and hire workers and carry out related staffing actions

Supervision

16-20 people

Experience and specialization

Computer and technology knowledge

- MS Word
- Social Media
- Google Drive

Technical terminology

Business

Additional information

Security and safety

Criminal record check

Transportation/travel information

Willing to travel regularly

Valid driver's licence

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Repetitive tasks

Large workload

Personal suitability

Ability to multitask

Excellent oral communication

Flexibility

Team player

Reliability

Time management

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

polarexpressjobposting@gmail.com