



## **administrative assistant**

**Posted by Employer details**Rex Moving and Delivery Inc

**Posting Date :** 10-Apr-2025

**Closing Date :** 07-Oct-2025

**Location :** Burnaby

**Salary :** \$35 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6991343

### **Job Description:**

# administrative assistant

Verified

Posted on April 10, 2025 by **Rex Moving and Delivery Inc**

## Job details

Burnaby, BC  
V3N 2G8

On site

35.00 hourly / 30 hours per Week

Permanent employment  
Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3279511

## 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.

## Responsibilities

## Tasks

Assist with staff consultation and grievance procedures  
Direct and control daily operations  
Direct staff  
Open and distribute mail and other materials  
Plan and control budget and expenditures  
Supervise other workers  
Establish and implement policies and procedures  
Train other workers  
Record and prepare minutes of meetings, seminars and conferences  
Schedule and confirm appointments  
Manage contracts  
Answer telephone and relay telephone calls and messages  
Oversee the analysis of employee data and information  
Answer electronic enquiries  
Compile data, statistics and other information  
Respond to employee questions and complaints  
Order office supplies and maintain inventory  
Arrange travel, related itineraries and make reservations  
Set up and maintain manual and computerized information filing systems  
Perform data entry  
Maintain and manage digital database  
Perform basic bookkeeping tasks

## Supervision

3-4 people

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### Who can apply for 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 Direct Apply

### By email

[rexmoving@hotmail.com](mailto:rexmoving@hotmail.com)

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- References attesting experience

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?

### Advertised until

2025-05-10

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [rexmoving@hotmail.com](mailto:rexmoving@hotmail.com)**

**Posted on Disabled job Portal**