



administrative assistant

Posted by Otal Enterprises Ltd.

Posting Date : 25-Jan-2024

Closing Date : 18-Jul-2025

Location : Surrey

Salary : \$\$25.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2739735

Job Description:

Job Requirements

Languages
English

Education
Secondary (high) school graduation certificate
or equivalent experience

Experience
1 year to less than 2 years

salary: \$25.00/hour

Position:1

Responsibilities
Tasks

Determine and establish office procedures and routines
Schedule and confirm appointments
Answer electronic enquiries
Order office supplies and maintain inventory
Arrange travel, related itineraries and make reservations
Set up and maintain manual and computerized information filing systems
Supervise office and volunteer staff

How to apply
By email
otalenterprises@outlook.com

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: otalenterprises@outlook.com

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