



Administrative Assistant (NOC 13110)

Posted by Titan Industries Ltd.

Posting Date : 19-Aug-2025

Closing Date : 15-Feb-2026

Location : Surrey

Salary : \$28 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5758301

Job Description:

Administrative Assistant (NOC 13110)

Wages: \$28.00 / hour

Languages required: 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.

Responsibilities

Tasks

- Determine and establish office procedures
- Schedule and confirm appointments for management and other employees
- Answer telephone calls, emails and relay calls and messages
- Answer electronic inquiries
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Open and distribute incoming regular and electronic mail and other material
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information and filing systems
- May supervise and train office staff in procedures and in use of current software
- Prepare and proofread correspondence, forms and other documents

Additional information

Personal suitability: Ability to multitask, Excellent oral communication, Flexibility, Organized, Accurate, Reliability

Who can apply for this job?

You can apply if you are: a Canadian citizen/permanent resident of Canada/temporary resident of Canada with a valid work permit

How to Apply: send detailed resume to titanindustriesjobs@gmail.com

Please answer the following questions when applying: Are you currently legally able to work in Canada?

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: titanindustriesjobs@gmail.com

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