



Administrative Assistant

Posted by Triway Food and Gas Ltd

Posting Date : 21-Nov-2025

Closing Date : 20-May-2026

Location : Vernon

Salary : \$37.00 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2293179

Job Description:

We are looking for an experienced Administrative Assistant.

Job details are as follows:

Location of employment: Vernon, BC, V1H 1M3

Number of position: 1

Job Type: Full time and Permanent

Starting date: as soon as possible

Salary : \$37.00 per hour, 35 hours per week

Experience: 2 years to less than 3 years

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Languages: English

Tasks:

- Coordinate the flow of information within the team
 - Open and distribute mail and other materials
 - Record and prepare minutes of meetings, seminars and conferences
 - Determine and establish office procedures and routines
 - Schedule and confirm appointments
 - Answer telephone and relay telephone calls and messages
 - Answer electronic enquiries
 - Respond to employee questions and complaints
 - Order office supplies and maintain inventory
 - Greet people and direct them to contacts or service areas
 - Set up and maintain manual and computerized information filing systems
 - Type and proofread correspondence, forms and other documents
 - Perform data entry
 - Provide customer service
- Work conditions and physical capabilities:
- Ability to work independently
 - Fast-paced environment

- Attention to detail

Personal suitability:

- Ability to multitask

- Excellent oral communication

- Flexibility

- Judgement

- Organized

- Team player

- Accurate

- Reliability

- Time management

- Adaptability

- Dependability

- Quick learner

Who can apply to this job?

- Anyone who can legally work in Canada can apply for this job

- If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application

How to apply:

By email: triwayfoodandgas@outlook.com

Posted on Disabled job Portal