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Administrative assistant

Posted by: Marvel Drywall & Framing Ltd.

Posting date: 28-Nov-2024 **Closing date:** 18-Dec-2024

Education: High School Diploma

Language: English

Job location: Surrey

Salary: \$26.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: DISJ5596690

Job description:

Responsibilities

Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information
- Type and proofread correspondence, forms and other documents

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Word
- MS Office

Additional information

Transportation/travel information

- Own transportation

Work conditions and physical capabilities

- Attention to detail

Personal suitability

- Organized
- Reliability