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Administrative Assistant

Posted by: Macro Logistics Inc

Posting date: 03-Jun-2024 **Closing date:** 30-Nov-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Surrey

Salary: \$25 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: RJ3013745

Job description:

Administrative Assistant (13110)

Employer:	Macro Logistics Inc
Location:	14457 19A Avenue, Surrey, British Columbia V4A 6X3
Salary:	25.00 hourly / 30 to 35 hours per Week
Job Type:	Permanent, Full Time
Start Date:	As soon as possible
Language:	English
Minimum Education:	Secondary (high) school graduation certificate
Position Available:	1
NOC Group:	13110— Administrative Assistants

Job Details :

We are looking for a motivated and experienced administrative assistant who can provide vital support by managing schedules, coordinating meetings, handling correspondence, organizing files, and performing various clerical tasks. As an administrative assistant, you will be responsible for smooth office operations along with maintaining databases and communicating effectively with staff and clients. Attention to detail and strong organizational skills are essential for success in this role.

Responsibilities:

- Arranging and coordinating seminars, conferences, etc.
- Supervising other workers
- Establishing and implementing policies and procedures
- Training, directing, and motivating staff
- Recording and preparing minutes of meetings, seminars, and conferences
- Planning, developing, and implementing recruitment strategies
- Managing contracts
- Answering telephone and relaying telephone calls and messages
- Answering electronic inquiries
- Overseeing development of communication strategies
- Overseeing the preparation of reports
- Responding to employee questions and complaints
- Ordering office supplies and maintaining inventory
- Planning, organizing, directing, controlling, and evaluating daily operations

Requirements:

- Secondary (high) school graduation certificate
- Experience: 1 year to less than 7 months

To apply, please submit your resume to jobs@macrologistics.ca. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.