Administrative Assistant- Office

Posted By: Linux Immigration Inc.

Location: Surrey

Salary: $35.00 Per Hour

JOB ID : RJ3828927

Posting Date : 07-Jan-2025

Expiry date : 06-Jul-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

Job Description

Languages

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

Arrange and co-ordinate seminars, conferences, etc.

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

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

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Attention to detail

Personal suitability

Ability to multitask

Flexibility

Organized

Client focus

Reliability

How to apply

Direct Apply

By Direct Apply

By email

linuximmigration1@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: linuximmigration1@gmail.com