

Administrative Assistant

Posted By: Spacestar Drywall LTD.

Location: Surrey

Salary: \$26.00 Per Hour

JOB ID : RJ5848323

Posting Date : 04-Feb-2025

Expiry date : 24-Feb-2025

Education : Secondary school

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Work setting

Primary industry

Construction

Transportation, communication and utilities

Responsibilities

Tasks

Assist with staff consultation and grievance procedures

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Plan and control budget and expenditures

Plan and organize daily operations

Establish and implement policies and procedures

Assign, co-ordinate and review projects and programs

Plan, develop and implement recruitment strategies

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Advise senior management

Order office supplies and maintain inventory

Negotiate collective agreements on behalf of employers or workers

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

MS Excel

MS PowerPoint

MS Word

MS Office

Quick Books

LinkedIn

Area of work experience

Purchasing, procurement and contracts

Human resources

Area of specialization

Contracts

Financial statements

Invoices

Project management

Additional information

Transportation/travel information

Own transportation

Public transportation is available

Work conditions and physical capabilities

Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Repetitive tasks
Work with minimal supervision

Personal suitability

Ability to multitask
Excellent oral communication
Excellent written communication
Flexibility
Organized
Team player
Time management
Adaptability

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: spacestardw@outlook.com

Posted on refugeejobportal.com