

# Administrative Assistant

**Posted By: Papa Dave's Pizza**

**Location: Port Coquitlam**

**Salary: \$35 Per Hour**

**JOB ID : RJ2749310**

**Posting Date : 04-Feb-2025**

**Expiry date : 24-Feb-2025**

**Education : Secondary school**

**Language : English**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## Job Description

### On site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### Tasks

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Set up and maintain manual and computerized information filing systems

Recruit and hire staff

Maintain and manage digital database

Perform basic bookkeeping tasks

**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: [papadaves2011@gmail.com](mailto:papadaves2011@gmail.com)**

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