

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

Posted on refugeejobportal.com