

Administrative Assistant

Posted By: Fit4Me Gym

Location: Surrey

Salary: \$26.44 Per Hour

JOB ID : RJ1771344

Posting Date : 03-Mar-2025

Expiry date : 30-Aug-2025

Education : College/CEGEP or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Schedule and confirm appointments

Manage membership agreement of clients

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

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

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: fit4lesspro@gmail.com

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