

Administrative Assistant

Posted By: Ota Enterprises Ltd.

Location: Surrey

Salary: \$\$25.00 Per Hour

JOB ID : RJ5743491

Posting Date : 25-Jan-2024

Expiry date : 18-Jul-2025

Education : Secondary (high) school graduation certificate or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Job Requirements

Languages

English

Education

Secondary (high) school graduation certificate
or equivalent experience

Experience

1 year to less than 2 years

salary: \$25.00/hour

Position:1

Responsibilities

Tasks

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer electronic enquiries

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Supervise office and volunteer staff

How to apply

By email

otalenterprises@outlook.com

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: otalenterprises@outlook.com

Posted on refugeejobportal.com