

Administrative Assistant

Posted By: Papa Dave's Pizza

Location: Port Coquitlam

Salary: \$35.00 Per Hour

JOB ID : RJ3154092

Posting Date : 10-Jul-2025

Expiry date : 30-Jul-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

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