

Administrative Assistant

Posted By: 1486281 B.C. LTD.

Location: Richmond

Salary: \$36.6 Per Hour

JOB ID : RJ3013345

Posting Date : 05-Dec-2025

Expiry date : 03-Jun-2026

Education : Secondary

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Administrative Assistant

Company: 1486281 B.C. LTD. (operating as CHAYAN)

Location: Richmond, BC

Position Type: Full-time, Permanent

Wage: \$36.60 per hour

About CHAYAN

CHAYAN is a premium Chinese tea brand that has always adhered to the highest standards of quality. Our mission is to bring customers the finest tea experience through continuous innovation and research. With a professional R&D laboratory based in China, CHAYAN is dedicated to developing new tea concepts, refining product formulations, and creating high-quality tea beverages that blend tradition with modern taste.

Key Responsibilities

- Handle day-to-day administrative paperwork, update internal records, and ensure files are kept accurate and up to date.
- Manage incoming communication and make sure information is passed to the right team members in a timely manner.

- Assist with scheduling tasks, such as arranging staff meetings, confirming maintenance appointments, and coordinating with suppliers.
- Keep track of store and office supply levels, arranging restocking when needed.
- Respond to customer or partner inquiries received through email or phone and direct them to the appropriate personnel.
- Maintain organized filing systems for operational documents, compliance records, and employee information.
- Help streamline simple administrative routines to support smooth store operations.
- Assist with preparing short summaries, internal updates, or notes from staff meetings when needed.
- Compile simple data to assist the manager in reviewing operational needs.
- Provide basic guidance to new team members on administrative procedures.

Qualifications

- Completion of secondary school is preferred.
- Minimum 1 year of administrative or related experience.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and basic office software.

How to Apply

Please send your resume and a brief cover letter to: chayanrmd@outlook.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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: chayanrmd@outlook.com

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