

Administrative Assistant

Posted By: Marvel Drywall & Framing Ltd.

Location: Surrey

Salary: \$26.50 Per Hour

JOB ID : RJ4882301

Posting Date : 09-Jan-2025

Expiry date : 29-Jan-2025

Education : High School Diploma

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

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
- 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

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Word
- MS Office

Additional information

Transportation/travel information

- Own transportation

Work conditions and physical capabilities

- Attention to detail

Personal suitability

- Organized
- Reliability

Posted on refugeejobportal.com