

**Expired**



## **Administrative Assistant**

**Posted by 24K CONTRACTING LTD**

**Posting Date :** 08-Aug-2024

**Closing Date :** 04-Feb-2025

**Location :** Surrey

**Salary :** \$29.00 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5973899

### **Job Description:**

# administrative assistant

## Job details

Surrey, BC

V3S 3L5

On site

29.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Evening, Morning

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### On-site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### Tasks

Arrange and co-ordinate seminars, conferences, etc.

Direct and control daily operations  
Open and distribute mail and other materials  
Plan and organize daily operations  
Determine and establish office procedures and routines  
Schedule and confirm appointments  
Answer telephone and relay telephone calls and messages  
Order office supplies and maintain inventory  
Greet people and direct them to contacts or service areas

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## **How to apply**

### **By email**

[24kcontracting@gmail.com](mailto:24kcontracting@gmail.com)

**Posted on Disabled job Portal**