



administrative assistant

Posted by Employer detailsRex Moving and Delivery Inc

Posting Date : 10-Apr-2025

Closing Date : 07-Oct-2025

Location : Burnaby

Salary : \$35 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ6991343

Job Description:

administrative assistant

Verified

Posted on April 10, 2025 by **Rex Moving and Delivery Inc**

Job details

Burnaby, BC
V3N 2G8

On site

35.00 hourly / 30 hours per Week

Permanent employment
Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3279511

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Responsibilities

Tasks

Assist with staff consultation and grievance procedures
Direct and control daily operations
Direct staff
Open and distribute mail and other materials
Plan and control budget and expenditures
Supervise other workers
Establish and implement policies and procedures
Train other workers
Record and prepare minutes of meetings, seminars and conferences
Schedule and confirm appointments
Manage contracts
Answer telephone and relay telephone calls and messages
Oversee the analysis of employee data and information
Answer electronic enquiries
Compile data, statistics and other information
Respond to employee questions and complaints
Order office supplies and maintain inventory
Arrange travel, related itineraries and make reservations
Set up and maintain manual and computerized information filing systems
Perform data entry
Maintain and manage digital database
Perform basic bookkeeping tasks

Supervision

3-4 people

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

By email

rexmoving@hotmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter
- References attesting experience

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?

Advertised until

2025-05-10

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: rexmoving@hotmail.com

Posted on Disabled job Portal