



Administrative Assistant

Posted by Papa Dave's Pizza

Posting Date : 12-Jun-2025

Closing Date : 02-Jul-2025

Location : Port Coquitlam

Salary : \$35.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2425540

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

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