



Administrative Assistant

Posted by Kamloops Heating & Airconditioning Ltd.

Posting Date : 01-Dec-2025

Closing Date : 21-Dec-2025

Location : Kamloops

Salary : \$28.85 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7541131

Job Description:

Tasks

Arrange and co-ordinate seminars, conferences, etc.
Plan and organize daily operations
Determine and establish office procedures and routines
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Compile data, statistics and other information
Order office supplies and maintain inventory
Organize staff consultation and grievance procedures
Type and proofread correspondence, forms and other documents
Provide customer service
Consult with clients after sale to provide ongoing support

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

MS Excel
MS Outlook
MS PowerPoint
MS Windows
MS Word
Adobe Photoshop
MS Access
MS Office
Adobe Acrobat Reader
Google Drive
LinkedIn
Electronic mail

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: billing@kamloopshvac.com

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