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## ADMINISTRATIVE ASSISTANT

*Posted on October 10, 2024*

**Business Name:** A1 Auto Sales Ltd.

**Job Location:** 12860 112 Ave., Surrey, BC, Canada, V3T 2S9

**Job Expires:** 2025-05-06

**Salary:** 29

A1 Auto Sales Ltd. is looking for a skilled and professional Administrative Assistant to join the team.

Positions Available: 1

Job Type: Full Time, Permanent

Salary: \$29.00/Hourly

Business Address: 12860 112 Ave., Surrey, BC, Canada, V3T 2S9

Job Duties:

- Maintain inventory, record, schedule and confirm appointments of an employer with clients, and make travel reservations.
- Set up and maintain an information filing system either.
- Supervise co-workers for using particular software, different activities and greet walk-in clients.
- Prepare invoices, brochures, reports, and presentations for meetings and records.
- Answer telephone and electronic mail, relay calls and messages.
- Sort and compile data and other information for research activities.

Education Requirements: Secondary School Graduation Certificate

Language: English

Experience Requirements: 1 year to less than 2 years

Start Date: As soon as Possible

Email your resume at [jobs.a1autosales@gmail.com](mailto:jobs.a1autosales@gmail.com)

