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OFFICE ADMINISTRATIVE ASSISTANT

Posted on August 16, 2024

Business Name: Best Deal Siding Ltd.

Job Location: 13368 80 AVE SURREY, BC V3W 3B7

Job Expires: 2025-04-23

Salary: 29

Best Deal Siding Ltd. located at 13368 80 AVE SURREY, BC V3W 3B7, is looking for Office Administrative Assistant to join the team.

Job Type: - Full time Permanent

Wage: \$29.00/ hour.

Positions: 1

Job Duties:

- Maintain inventory, record, schedule and confirm appointments of an employer with clients.
- Setup and maintain information filing system either and determine office systems.
- Supervise co-workers for using particular software and 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.
- Plan schedules for travelling and make travel arrangements.

Education Requirements: Secondary School Graduation Certificate

Language: English

Experience Requirements: 1 year to less than 2 years

Start date: As soon as possible

Send your resume at jobs.bestdealsiding@gmail.com

