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## ADMINISTRATIVE ASSISTANT.

*Posted on March 1, 2026*

**Job Location:** 1441 Clark Drive, Vancouver

**Job Expires:** 2026-08-29

**Hours Per Week:** \$29.00 to \$37.00

Fowler Auto and Light Duty truck Ltd. located at 1441 Clark Drive, Vancouver, BC, V5L 3K9 is looking for an Administrative assistant. Applicant should have minimum of 6 months of related experience or diploma/certificate in a relevant field. Pay per hour will be \$29.00 to \$37.00 hourly (depending upon experience) . This is a fulltime position with 30-40 Hours per week.

Some of the duties will be:

Coordinate the flow of information within the team

Open and distribute mail and other materials

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Type and proofread correspondence, forms and other documents

Perform data entry

Interested applicants email your resume to [jobs.fowlerautorepairsLtd@outlook.com](mailto:jobs.fowlerautorepairsLtd@outlook.com) or mail to 1441 Clark Drive, Vancouver, BC, Canada V5L3K9

