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# ADMINISTRATIVE ASSISTANT

Posted on September 21, 2024

**Business Name:** Canwest Logistics

**Job Expires:** 2025-04-20

**Salary:** 28.85

**Hours Per Week:** 30-40

Administrative Assistant (FT Position)

Summary:

Canwest Logistics is a leading delivery services company based in Richmond, B.C.. They specialize in providing reliable and efficient delivery solutions, utilizing tested processes, advanced technology, and well-trained drivers to ensure top-quality service. Canwest Logistics is committed to promoting a positive work environment for its associates, which supports its mission of delivering customer satisfaction.

Job details: Lower Mainland

Location: Richmond, B.C.

Salary: \$28.85 / hour

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 6 months

Duties:

- a) Overseeing office operations, ensuring records, files, and databases are well-maintained.
- b) Managing internal and external correspondence and communications.
- c) Coordinating meetings, appointments, and travel arrangements for staff.
- d) Monitoring office supplies and inventory, ensuring timely restocking.
- e) Assisting with basic bookkeeping and maintaining financial records.

Work Conditions and Physical Capabilities:

Ability to multitask, excellent oral and written communication, flexibility, client focus, reliability, organizational skills, team player, accuracy.

Employment Groups:

We welcome applications from youth, veterans of the Canadian Armed Forces, visible minorities, persons with disabilities, Indigenous people, newcomers to Canada, seniors, and apprentices.

Terms of Employment:



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Permanent, Full-time: 30-40 hours/week

Start Date: As soon as possible

How to Apply:

By email: Terence Cheung, [jobsatcanwest@yahoo.com](mailto:jobsatcanwest@yahoo.com)

Intended Job Posting Audience:

This position is open to anyone who can legally work in Canada. If you are not currently authorized to work in Canada, your application will not be considered.

We look forward to receiving your application and welcoming a new member to our team at WFG Solutions Inc.

