

Youth Careers Canada is committed to ensuring young people develop the knowledge, skills and capabilities to be successful in education, work and life. Find your dream career now at [YouthCareersCanada](https://youthcareerscanada.ca)

# ADMINISTRATIVE ASSISTANT

*Posted on September 21, 2024*

**Business Name:** Akshay Singla Personal Real Estate Corporation

**Job Location:** Surrey, BC

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

**Salary:** \$28.85 / hour

**Hours Per Week:** 30-40

Administrative Assistant

Akshay Singla Personal Real Estate Corporation is hiring a 1 (One) Office Administrative Assistant

This position is the key to our operation, ensuring the documentation processing for the clients. You will be performing various administrative tasks, bookkeeping and documentation preparation.

Specific Skills

- a) Managing office operations, including maintaining records, files, and databases.
- b) Handling correspondence and communication, both internal and external.
- c) Assisting in coordinating meetings, appointments, and travel arrangements.
- d) Monitoring office supplies and inventory levels.
- e) Assisting with basic bookkeeping and financial recordkeeping tasks.

Job details

Location: Surrey, BC "Lower Mainland"

Salary: \$28.85 / hour

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 6 months

Work Conditions and Physical Capabilities

Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability, Organized, Excellent written communication, Team player, Accurate



Youth Careers Canada is committed to ensuring young people develop the knowledge, skills and capabilities to be successful in education, work and life. Find your dream career now at [YouthCareersCanada](https://youthcareerscanada.ca)

Vacancies:1 Vacancy

Terms of employment: Permanent, Full time: 30-40 hours / week

Start date: As soon as possible

How to apply

By email: Akshay at [hr.akshaysingla@gmail.com](mailto:hr.akshaysingla@gmail.com)

Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

