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ADMINISTRATIVE ASSISTANT

Posted on December 28, 2024

Business Name: Architecture Panel Inc.

Job Expires: 2025-06-26

Salary: 26.66

Hours Per Week: 30

Now Hiring: Administrative Assistant

Company: Architecture Panel Inc.

Location: White Rock, BC (On-site)

Salary: \$26.66/hour | Hours: 30hrs per week

Employment Type: Full-time, Permanent

Start Date: As soon as possible

Vacancies: 1

Job Overview

Join our team as an Administrative Assistant and play a key role in ensuring smooth daily operations!

Responsibilities:

- 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.

Requirements:

Language: English

Education: High school diploma

Experience: 7 months to less than 1 year

Work Arrangement: On-site only (No remote option)

Who Can Apply?

- 🇨🇦 Canadian citizens, permanent residents, or temporary residents with a valid Canadian work permit.
- 🇨🇦 If you are not authorized to work in Canada, please do not apply.

How to Apply?



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Email your resume to: info@architecturepanel.com

📅 Application Deadline: February 7, 2025

Don't miss this opportunity—apply today!

