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## ADMINISTRATIVE ASSISTANT

*Posted on September 18, 2026*

**Job Expires: 2027-03-20**

Shri Guru Nanak Electricals Ltd. located at 5831 Hammond Bay Road, NANAIMO, BC, V9T 5N3, Canada, is looking for full-time administrative assistant. Applicant should have minimum of 6 months of related experience or diploma/certificate in a relevant field. Pay per hour will be \$28.00. This is a full-time employment with 30-40 hours per week.

Some of the duties are as follow:

- 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 can email their resumes at [electricalsgnc@outlook.com](mailto:electricalsgnc@outlook.com) or mail to 5831 Hammond Bay Road, NANAIMO, BC, V9T 5N3, Canada.

