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ADMINISTRATIVE ASSISTANT

Posted on March 20, 2024

Business Name: Tony Bal Personal Real Estate Corporation

Job Location: Surrey, BCV3X 0C6

Job Expires: 2025-04-01

Salary: \$25.00 hourly

Job title: Administrative assistant

Employer details: Tony Bal Personal Real Estate Corporation

Job details

Location: Surrey, BCV3X 0C6

Salary: \$25.00 hourly / 35 to 40 hours per Week

Terms of employment: Permanent employment Full time

Start date: Starts as soon as possible

Vacancies: 2 vacancies

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures



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Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Plan, organize, direct, control and evaluate daily operations

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Maintain and manage digital database

Perform basic bookkeeping tasks

How to apply

By email

tonyrealestatebc@gmail.com

