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ADMINISTRATIVE ASSISTANT

Posted on July 24, 2024

Business Name: Coast Building Supplies Ltd.

Job Location: 8228 Crompton Street, Vancouver, BC, V3X 2W3

Job Expires: 2025-07-24

Salary: \$25.00 hourly

Hours Per Week: 35 to 40

Job title: Administrative assistant

Employer details: Coast Building Supplies Ltd

Job details

Work Location: 8228 Crompton Street, Vancouver, BC, V3X 2W3

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: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Plan and organize daily operations



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Establish and implement policies and procedures

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

How to apply

By email

jobs@coastbc.ca

