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ADMINISTRATIVE ASSISTANT

Posted on July 1, 2024

Business Name: Priyanka Singh Law Corporation DBA Fominoff, Ross & Company

Job Location: White Rock, BC

Job Expires: 2025-02-16

Salary: \$29/Hourly

Hours Per Week: 32

Priyanka Singh Law Corporation DBA Fominoff, Ross & Company, located at #204 - 1548 Johnston Road, White Rock, BC Canada V4B 3Z8 requires one Full time/ Permanent Administrative Assistant to join operations immediately. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

Job Duties:

Prepare and proofread correspondence, forms, invoices and other documents;

Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage;

Schedule and confirm appointments and meetings;

Determine and establish office procedures and routines;

Answer telephone and relay telephone calls and messages;

Answer electronic enquiries;

Order office supplies and maintain inventory;

Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.

Salary: \$29/Hourly (Minimum 32 hours per week)

Language: English

Minimum Education: Completion of secondary school is required.

Experience: Minimum one year of related work experience is required.

How to apply: priyankasinghlawcorporation@gmail.com

