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## FULL TIME JOB OPPORTUNITY

*Posted on June 27, 2025*

**Job Expires:** 2026-06-26

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?

Email your resume to: [info@architecturepanel.com](mailto:info@architecturepanel.com)

Don't miss this opportunity—apply today!



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