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OFFICE ADMINISTRATIVE ASSISTANT

Posted on May 1, 2024

Business Name: INDO CANADA TV CORP.

Job Location: Surrey

Job Expires: 2025-05-06

Salary: \$29 per hour

Hours Per Week: 40

Salary: \$29.00 hourly / 40 hours per Week

Terms of employment: Permanent employment: Full time

Day, Evening, Morning, Weekend

Starts: as soon as possible

vacancies : 1 vacancy

Overview:

Languages:

English

Education:

Secondary (high) school graduation certificate

Experience:

1 year to less than 2 years

On site:

Work must be completed at the physical location. There is no option to work remotely.

Asset languages:

Panjabi

Hindi

Responsibilities:

Tasks:

Arrange and co-ordinate seminars, conferences, etc.

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries



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Compile data, statistics and other information
Order office supplies and maintain inventory
Arrange travel, related itineraries and make reservations
Greet people and direct them to contacts or service areas
Experience and specialization:

Technical terminology
Business
Additional information:

Transportation/travel information
Public transportation is available
Work conditions and physical capabilities:
Fast-paced environment
Work under pressure
Tight deadlines
Repetitive tasks
Personal suitability
Ability to multitask
Flexibility
Organized
Team player
Accurate
Client focus
Reliability

Who can apply to this job?
Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.
You have a valid Canadian work permit.
If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply:
By email:
indocanadatv20@gmail.com

