

Youth Careers Canada is committed to ensuring young people develop the knowledge, skills and capabilities to be successful in education, work and life. Find your dream career now at [YouthCareersCanada](https://youthcareerscanada.ca)

PERMANENT FULL TIME JOB - LOWER MAINLAND

Posted on August 22, 2024

Business Name: 24X7 Renovations

Job Expires: 2025-03-22

Salary: 28.85

Hours Per Week: 30-40

Business Name: 1420773 B.C. Ltd. dba 24x7renovations@gmail.com

Job Title: Administrative Assistant

Hours Per Week: 30-40

Work Location: White Rock, B.C., Canada

Salary: \$28.85/hr

24X7 Renovations is seeking enthusiastic and talented individual to join our team as Office Administrative

Positions: 1

Overtime: Yes

Key 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.

Qualifications:

Secondary school education or equivalent.

1 to less than 7 months

Effective communication and teamwork skills.

What We Offer:



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- Opportunities for skill development and career advancement.
- A supportive and friendly work environment.
- The chance to work with a dynamic and passionate team.
- 24X7 Renovations is committed to providing a safe and inclusive workplace. We encourage individuals of all backgrounds to apply.

To apply for the this position, please submit your resume and a cover letter highlighting your relevant experience to: 24x7renovations@gmail.com

Subject Line: Office Admin – 24X7 Renovations

Please note that only shortlisted candidates will be contacted for further evaluation and interviews.

We appreciate your interest in joining our team and thank all applicants for their time and consideration.

