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## OFFICE ADMINISTRATIVE ASSISTANT

*Posted on August 15, 2024*

**Business Name:** Superbob Enterprises Unlimited Ltd.  
**Job Location:** 6316 Doman St, Vancouver, BC, V5S 3G9  
**Job Expires:** 2025-04-23  
**Salary:** 29

Superbob Enterprises Unlimited Ltd. is looking for an Office Administrative Assistant position to join our team.

**Business Address:** 6316 Doman St, Vancouver, BC, V5S 3G9

**No. of positions:** 1

**Start date:** as soon as possible

**Wage:** \$29.00/hour

**Job type:** Full-time, Permanent

**Job Duties:**

- Maintain inventory, record, schedule and confirm appointments of an employer with clients.
- Setup and maintain information filing system either and determine office systems
- Supervise co-workers for using particular software, and different activities and greet walk-in clients.
- Prepare invoices, brochures, reports, presentations for meetings and records.
- Answer telephone and electronic mail, relay calls and messages.
- Sort and compile data and other information for research activities.
- Plan schedules for travelling and make travel arrangements.

**Job Requirements:**

**Education Requirements:** Secondary School Graduation Certificate

**Language:** English

**Experience Requirements:** 1 year to less than 2 years

**Start date:** As soon as possible

**Send your resume at:** [jobs.superbob@gmail.com](mailto:jobs.superbob@gmail.com)

