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OFFICE ADMINISTRATIVE ASSISTANT

Posted on August 12, 2024

Business Name: Grandvilla Construction Ltd.

Job Location: 7928 128 street, Unit 216, Surrey, BC, V3W4E8

Job Expires: 2025-04-24

Salary: 29

Grandvilla Construction Ltd. is looking for experienced an office Administrative Assistant to join the team.

Business Address: 7928 128 street suite 216, Surrey, BC,V3W4E8

Job type: Fulltime Permanent

Salary: \$29.00/Hour

Position:1

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, and 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.

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.grandvillaconstruction@gmail.com

