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ADMINISTRATIVE ASSISTANT

Posted on August 20, 2025

Job Location: Unit #103, 8140 120 Street, Surrey, BC, V3W 3N

Job Expires: 2026-02-17

Salary: 27.00 Per Hour

Hours Per Week: 30-40

Eagle Eye Security Ltd, located at Unit #103, 8140 120 Street, Surrey, BC, V3W 3N3, is looking for an administrative assistant with a minimum of high school. Applicants should also have either a minimum of one year of experience or a certificate/diploma in business/related field. Pay per hour will be \$27.00 per hour. This is a full-time position with 30-40 hours of work per week.

Following are the job duties:

- Open and distribute incoming regular and electronic mail and co-ordinate the flow of information internally
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to appropriate person

Interested and capable candidates can email their resumes to eaglejobscanada@gmail.com or mail them to Unit #103, 8140 120 Street, Surrey, BC, V3W 3N3.

