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## Administrative Assistant

Posted by Spacestar Drywall LTD.

### Job Details

**Posting Date:** 28-Nov-2024

**Closing Date:** 18-Dec-2024

**Location:** Surrey

**Salary:** \$26.00 Per Hour

### Job Requirements

**Education:** Secondary school

**Language:** English

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job ID:** YJ1845848

### Job Description

**Work setting**

Primary industry

Construction

Transportation, communication and utilities

**Responsibilities****Tasks**

Assist with staff consultation and grievance procedures

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Plan and control budget and expenditures

Plan and organize daily operations

Establish and implement policies and procedures

Assign, co-ordinate and review projects and programs

Plan, develop and implement recruitment strategies

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Advise senior management

Order office supplies and maintain inventory

Negotiate collective agreements on behalf of employers or workers

**Supervision**

3-4 people

**Experience and specialization****Computer and technology knowledge**

MS Excel

MS PowerPoint

MS Word

MS Office

Quick Books

LinkedIn

**Area of work experience**

Purchasing, procurement and contracts

Human resources

### **Area of specialization**

Contracts

Financial statements

Invoices

Project management

### **Additional information**

#### **Transportation/travel information**

Own transportation

Public transportation is available

#### **Work conditions and physical capabilities**

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Work with minimal supervision

#### **Personal suitability**

Ability to multitask

Excellent oral communication

Excellent written communication

Flexibility

Organized

Team player

Time management

Adaptability