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Administrative Assistant

Posted by: Quality Collating Ltd

Posting date: 05-Nov-2024 **Closing date:** 25-Nov-2024

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Job location: Ladysmith

Salary: \$27.00 Per Hour

Years of Experience: 1 year

Vacancy: 3

Job Type: Full Time

Job id: YJ6078936

Job description:

administrative assistant Verified

Posted on July 16, 2024 by [Quality Collating Ltd](#)

Job details

Ladysmith, BC

V9G 1A3

On site

27.00 hourly / 40 hours per Week

Permanent employment

Full time

Shift

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3001791

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Factory or plant

Responsibilities

Tasks

- Supervise other workers
- Train other workers
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas
- Type and proofread correspondence, forms and other documents
- Supervise office and volunteer staff

Supervision

11-15 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Word
- Adobe Acrobat Reader

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

Personal suitability

Ability to multitask

Benefits

Health benefits

Health care plan

Other benefits

Free parking available

Parking available

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

Direct Apply

By applying directly on Job Bank (Direct Apply)

By email

qualitycollatingladysmith@gmail.com

Advertised until

2024-10-16