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Administrative Assistant

Posted by Waivin Flags Taxi

Job Details

Posting Date: 04-Dec-2024

Closing Date: 24-Dec-2024

Location: Campbell River

Salary: \$36 Per Hour

Job Requirements

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

Language: English

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job ID: YJ4632946

Job Description

administrative assistant

Verified

Posted on December 04, 2024 by **WAIVIN FLAGS TAXI**

Job details

Campbell River, BC
V9W 2G3

On site

36.00 hourly / 40 hours per Week

Permanent employment
Full time

Flexible Hours, Morning, Night, Overtime, Shift, Weekend

Starts as soon as possible

Benefits: Health benefits

2 vacancies

Job Bank #3172059

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Work setting

Willing to relocate

Responsibilities

Tasks

- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Evaluate daily operations
- Motivate staff
- Plan and organize daily operations
- Supervise other workers
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Oversee development of communication strategies
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Negotiate collective agreements on behalf of employers or workers
- Arrange travel, related itineraries and make reservations
- Set up and maintain manual and computerized information filing systems
- Recruit and hire workers and carry out related staffing actions
- Perform basic bookkeeping tasks
- Supervise office and volunteer staff

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

MS Office

Area of specialization

Business process management

Additional information

Security and safety

Criminal record check

Transportation/travel information

Valid driver's licence

Work conditions and physical capabilities

Ability to work independently

Attention to detail

Repetitive tasks

Personal suitability

Ability to multitask

Excellent oral communication

Team player

Time management

Dependability

Quick learner

Benefits

Health benefits

Health care plan

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

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 Direct Apply

By mail

1995 Island Hwy
Campbell River, BC
V9W 2G3

Advertised until

2025-01-03