



Administrative Assistant

Posted by: Papa Dave's Pizza

Location: Port Coquitlam

Salary: \$35.00 Per Hour

Job ID: YJ4050835

Posting Date: 13-Aug-2025

Expiry Date: 02-Sep-2025

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 2 years

Job Type: Full Time

Job Description

Responsibilities

Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Recruit and hire staff
- Maintain and manage digital database
- Perform basic bookkeeping tasks

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: papadaves2011@gmail.com

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