

Administrative Assistant

Posted by: Triway Food and Gas Ltd

Location: Vernon

Salary: \$28.00 Per Hour

Job ID: YJ6391071

Posting Date: 21-Nov-2025

Expiry Date: 20-May-2026

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

We are looking for an experienced Administrative Assistant.

Job details are as follows:

Location of employment: Vernon, BC, V1H 1M3

Number of position: 1

Job Type: Full time and Permanent

Starting date: as soon as possible

Salary: \$28.00 per hour, 35 hours per week

Experience: 1 year to less than 2 years

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2

years or equivalent experience

Languages: English

Tasks:

- •Coordinate the flow of information within the team
- Open and distribute mail and other materials
- •Record and prepare minutes of meetings, seminars and conferences
- •Determine and establish office procedures and routines
- Schedule and confirm appointments
- •Answer telephone and relay telephone calls and messages
- •Answer electronic enquiries
- •Respond to employee questions and complaints
- •Order office supplies and maintain inventory
- •Greet people and direct them to contacts or service areas
- •Set up and maintain manual and computerized information filing systems
- •Type and proofread correspondence, forms and other documents
- Perform data entry
- •Provide customer service

Work conditions and physical capabilities:

- Ability to work independently
- •Fast-paced environment
- Attention to detail

Personal suitability:

Ability to multitask

•Excellent oral communication Flexibility Judgement Organized •Team player Accurate Reliability •Time management Adaptability Dependability Quick learner Who can apply to this job? - Anyone who can legally work in Canada can apply for this job - If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application How to apply: By email: triwayfoodandgas@outlook.com

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