



# Administrative Assistant

**Posted by:** Triway Food and Gas Ltd

**Location:** Vernon

**Salary:** \$37.00 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:** 2 years

**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 : \$37.00 per hour, 35 hours per week

Experience: 2 years to less than 3 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](mailto:triwayfoodandgas@outlook.com)

Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)