



Administrative Assistant

Posted by: Kamloops Heating & Airconditioning Ltd.

Location: Kamloops

Salary: \$28.85 Per Hour

Job ID: YJ1306037

Posting Date: 01-Dec-2025

Expiry Date: 21-Dec-2025

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

Language: English

Vacancies: 1

Experience: 2 years

Job Type: Full Time

Job Description

Tasks

- Arrange and co-ordinate seminars, conferences, etc.
- Plan and organize daily operations
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Type and proofread correspondence, forms and other documents
- Provide customer service
- Consult with clients after sale to provide ongoing support

Supervision

5-10 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Adobe Photoshop
- MS Access
- MS Office
- Adobe Acrobat Reader
- Google Drive
- LinkedIn
- Electronic mail

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: billing@kamloopshvac.com

Posted on canadianyouthjobs.com