administrative assistant (13110)

BRIGHT LINK TRUCKING LTD

Job ID
45755

VIEW THIS JOB ONLINE: https://www.newcomersjobs.com/jobs/45755

LOCATION	DATE POSTED	EXPIRY DATE
15863 98 AVENUE, Surrey, AB, surrey, BC | British Columbia	25-02-2025	15-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 25.00 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

administrative assistant

BRIGHT LINK TRUCKING LTD

Job details

Location 15863 98 AVENUE Surrey, BC

V4N 2V4

Workplace information On site

Salary

25.00 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

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

Responsibilities

Tasks

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

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

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Repetitive tasks

Personal suitability

Organized

Team player

Accurate

How to apply

By email

info@brightlinktrucking.ca

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