Office administrator (13100)

New Capital Roadways Ltd.

Job ID
45813

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LOCATION	DATE POSTED	EXPIRY DATE
1636 Mount Lehman Rd, , BC Abbotsford, BC V2T 6H7, Abbotsford, BC | British Columbia	28-02-2025	18-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.60 hourly / 30 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Company name: New Capital Roadways Ltd

Position: Office Administrator (NOC 13100)

Wage: $36.60/ hourly for 30 hours per week

Vacancies: 1

Terms of employment: Permanent employment, Full time, Day

Business and work location:1636 Mount Lehman Rd, BC Abbotsford, BC V2T 6H7

Job Description

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

Review and evaluate new administrative procedures

Establish work priorities and ensure procedures are followed and deadlines are met
Carry out administrative activities of establishment
Assist in the preparation of operating budget and maintain inventory and budgetary controls
Assemble data and prepare periodic and special reports, manuals and correspondence
Oversee and co-ordinate office administrative procedures

Experience and specialization
Computer and technology knowledge
MS Office
MS Word

Additional information
Work conditions and physical capabilities
Fast-paced environment
Attention to detail

Personal suitability
Organized
Reliability

How to apply
By email

ncapitalrdways@gmail.com

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