

office administrator (13100)

BRIGHT LINK TRUCKING LTD

Job ID
45880

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LOCATION	DATE POSTED	EXPIRY DATE	
15863 98 AVENUE Surrey, BC V4N 2V4, surrey, AB Alberta	05-03-2025	23-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 27.40 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

15863 98 AVENUE Surrey, BC
V4N 2V4

Salary
27.40 hourly / 35 hours per Week

Terms of employment
Permanent employment
Full time
Day

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

Responsibilities
Tasks
Review, evaluate and implement 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

info@brightlinktrucking.ca