Administrative assistant (13110)

688953 BC Ltd. o/a Comfort Inn and Suites Surrey

Job ID
46003

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LOCATION	DATE POSTED	EXPIRY DATE
8255-166 St., Surrey, BC| British Columbia, Surrey,, BC | British Columbia	15-03-2025	05-03-2027

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

Vacancies: 1

Employment terms: Permanent employment

Full time

Day, Morning

Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

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

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Indigenous people

Newcomers to Canada

Youth

How to apply

By email

comfortinnsurrey786@gmail.com

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