Administrative Assistant

Job ID
49300

Employer

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LOCATION	DATE POSTED	EXPIRY DATE
1600 15th Ave, Prince George suite 155, Prince George, BC, BC | British Columbia	06-03-2026	01-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.50 hr	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Administrative assistant

Dr. Phone Fix

1600 15th Ave, Prince George suite 155

Prince George, BC

V2L 3X3

Salary

28.50 hourly / 30 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

2 vacancies

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

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

Responsibilities

Tasks

Open and distribute mail and other materials

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

Perform data entry

Provide customer service

Consult with clients after sale to provide ongoing support

Experience and specialization

Computer and technology knowledge

MS Office

Electronic mail

Benefits

Other benefits

Free parking available

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By mail

864 Hollands Landing

Edmonton, AB

T6R 3T1

By Email

phonefixprincegeorge@gmail.com

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