

Office Administrative Assistant

Smart Wireless Solutions Ltd.

Job ID
51645

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LOCATION	DATE POSTED	EXPIRY DATE	
8249 Eagle Landing Parkway suite 402, Chilliwack, BC, V2R 0R5, Chilliwack, BC British Columbia	12-10-2026	10-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.85 hourly / 32 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Smart Wireless Solutions Ltd. has job opening for One full time 'Office Administrative Assistant' position at Chilliwack BC location.

Job title: Office Administrative Assistant

Job location: 8249 Eagle Landing Parkway suite 402, Chilliwack, BC, V2R 0R5

Wage: \$28.85 hourly / 32 hours per week

Vacancies: 1

Job type: Full time, permanent

Job Duties:

- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Greet people and direct them to contacts or service areas

Job Description

Work conditions and physical capabilities : Attention to detail

Personal suitability :

- Flexibility
- Organized
- Accurate

Client focus

Reliability

How to contact:

Please email your resume to hrsmartwireless@gmail.com

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