

Expired

# Administrative assistant

Posted by Big Feet

Posting Date : 05-Dec-2024

Closing Date : 03-Jun-2025

Location : Port Coquitlam

Salary : \$29 Per Hour

## Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5026245

## Job Description:

administrative assistant

Verified

EXPIRED

Posted on August 12, 2024 by Big Feet

### Job details

Port Coquitlam, BC

V3C 0A4

On site

29.00 hourly / 32 hours per Week

Permanent employment

Full time

Day, Flexible Hours, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3035227

## 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

Arrange and co-ordinate seminars, conferences, etc.

Assist with staff consultation and grievance procedures

Motivate staff

Plan and control budget and expenditures

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences

Plan, develop and implement recruitment strategies

Manage contracts

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Oversee payroll administration

Set up and maintain manual and computerized information filing systems

Perform data entry

Maintain and manage digital database

## Who can apply to this job?

**The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

## How to apply

### By email

[bigfeetcareers@gmail.com](mailto:bigfeetcareers@gmail.com)

### How-to-apply instructions

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you currently legally able to work in Canada?

## Advertised until

2024-12-10

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [bigfeetcareers@gmail.com](mailto:bigfeetcareers@gmail.com)**

**Posted On [Aboriginaljobsincanada.Com](http://Aboriginaljobsincanada.Com)**