



# Administrative Assistant

Posted by Fit4Me Gym

**Posting Date : 03-Mar-2025**

**Closing Date : 30-Aug-2025**

**Location : Surrey**

**Salary : \$26.44 Per Hour**

## Job Requirements

- **Education:** College/CEGEP or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ7235777

## Job Description:

*Schedule and confirm appointments*

*Manage membership agreement of clients*

*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*

*Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information*

*Type and proofread correspondence, forms and other documents*

*Perform data entry*

*Provide customer service*

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: [fit4lesspro@gmail.com](mailto:fit4lesspro@gmail.com)

**Posted On Aboriginaljobsincanada.Com**