administrative assistant

G.V.A. Power Vac

Job ID
10311

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LOCATION	DATE POSTED	EXPIRY DATE	
Surrey, BC| British Columbia	30-07-2026	26-01-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 38.50	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

administrative assistant Verified

Posted on ------- by Employer detailsG.V.A. Power Vac

Job details

LocationSurrey, BC

V3W 0M6

Work locationOn site

Salary

38.50 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Night, Day

Starts as soon as possible

vacancies1 vacancy

SourceJob Bank #3631751

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

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee the preparation of reports

Order office supplies and maintain inventory

Negotiate collective agreements on behalf of employers or workers

Arrange travel, related itineraries and make reservations

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

Experience and specialization

Area of specialization

Correspondence

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Attention to detail

Repetitive tasks

Employment groups

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

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

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

Direct Apply

By Direct Apply

Additional ways to apply

Advertised until

To be determined

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