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Administrative assistant

Posted by: DR R.K. ARYA INC.

Posting date: 05-Jul-2024 **Closing date:** 01-Jan-2025

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Abbotsford

Salary: \$29 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: ABOJ6896544

Job description:

Administrative assistant Verified

Posted on July 05, 2024 by [DR R.K. ARYA INC.](#)

Job details

Abbotsford, BC
V2T 3L3

29.00 hourly / 30 to 40 hours per Week

Permanent employment

Full time

Day, Evening

Starts as soon as possible

Benefits: Other benefits

1 vacancy

Job Bank #2987618

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Plan and organize daily operations

Record and prepare minutes of meetings, seminars and conferences

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
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

Computer and technology knowledge

MS Windows
MS Office

Benefits

Other benefits

Free parking available

How to apply

By email

rakesharya12@hotmail.com
