



# 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)

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