



# administrative assistant

Posted by Otal Enterprises Ltd.

**Posting Date : 25-Jan-2024**

**Closing Date : 18-Jul-2025**

**Location : Surrey**

**Salary : \$\$25.00 Per Hour**

## Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3567806

## Job Description:

Job Requirements

Languages  
English

Education  
Secondary (high) school graduation certificate

or equivalent experience

Experience

1 year to less than 2 years

salary: \$25.00/hour

Position:1

Responsibilities

Tasks

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer electronic enquiries

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Supervise office and volunteer staff

How to apply

By email

otalenterprises@outlook.com

**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: [otalenterprises@outlook.com](mailto:otalenterprises@outlook.com)**

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