



ADMINISTRATIVE ASSISTANT

Posted on October 10, 2024

Company Name: A1 Auto Sales Ltd.

Job Expires: 2025-05-06

Job Location: 12860 112 Ave., Surrey, BC, Canada, V3T 2S9

Job Salary: 29

A1 Auto Sales Ltd. is looking for a skilled and professional Administrative Assistant to join the team.

Positions Available: 1

Job Type: Full Time, Permanent

Salary: \$29.00/Hourly

Business Address: 12860 112 Ave., Surrey, BC, Canada, V3T 2S9

Job Duties:

-Maintain inventory, record, schedule and confirm appointments of an employer with clients, and make travel reservations.

-Set up and maintain an information filing system either.

-Supervise co-workers for using particular software, different activities and greet walk-in clients.

-Prepare invoices, brochures, reports, and presentations for meetings and records.

-Answer telephone and electronic mail, relay calls and messages.

-Sort and compile data and other information for research activities.

Education Requirements: Secondary School GraduationCertificate

Language: English

Experience Requirements: 1 year to less than 2 years

Start Date: As soon as Possible

Email your resume at jobs.a1autosales@gmail.com

