



# ADMINISTRATIVE ASSISTANT

*Posted on December 28, 2024*

**Company Name:** Architecture Panel Inc.

**Job Expires:** 2025-06-26

**Hours Per Week:** 30

**Job Salary:** 26.66

Now Hiring: Administrative Assistant

- Company: Architecture Panel Inc.
- Location: White Rock, BC (On-site)
- Salary: \$26.66/hour | Hours: 30hrs per week
- Employment Type: Full-time, Permanent
- Start Date: As soon as possible
- Vacancies: 1

## Job Overview

Join our team as an Administrative Assistant and play a key role in ensuring smooth daily operations!

## Responsibilities:

- a) Managing office operations, including maintaining records, files, and databases.
- b) Handling correspondence and communication, both internal and external.
- c) Assisting in coordinating meetings, appointments, and travel arrangements.
- d) Monitoring office supplies and inventory levels.
- e) Assisting with basic bookkeeping and financial recordkeeping tasks.

## Requirements:

- Language: English
- Education: High school diploma
- Experience: 7 months to less than 1 year
- Work Arrangement: On-site only (No remote option)

## Who Can Apply?

- Canadian citizens, permanent residents, or temporary residents with a valid Canadian work





permit.

□ If you are not authorized to work in Canada, please do not apply.

How to Apply?

□ Email your resume to: [info@architecturepanel.com](mailto:info@architecturepanel.com)

□ Application Deadline: February 7, 2025

□ Don't miss this opportunity—apply today!

