

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

☐ Application Deadline: February 7, 2025

☐ Don't miss this opportunity—apply today!

