



ADMINISTRATIVE ASSISTANT

Posted on July 18, 2024

Company Name: Tony Bal Personal Real Estate Corporation

Job Expires: 2025-07-18

Job Location: Surrey, BCV3X 0C6

Hours Per Week: 35 to 40

Job Salary: \$25.00 hourly

Job title: Administrative assistant

Employer details: Tony Bal Personal Real Estate Corporation

Job details

Location: Surrey, BCV3X 0C6

Salary: \$25.00 hourly / 35 to 40 hours per Week

Terms of employment: Permanent employment Full time

Start date: Starts as soon as possible

Vacancies: 2 vacancies

Overview

Languages

English: Education

Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Establish and implement policies and procedures

Record and prepare minutes of meetings, seminars and conferences





- Determine and establish office procedures and routines
 - Schedule and confirm appointments
 - Manage contracts
 - Answer telephone and relay telephone calls and messages
 - Answer electronic enquiries
 - Compile data, statistics and other information
 - Order office supplies and maintain inventory
 - Plan, organize, direct, control and evaluate daily operations
 - Greet people and direct them to contacts or service areas
 - Set up and maintain manual and computerized information filing systems
 - Maintain and manage digital database
 - Perform basic bookkeeping tasks
- How to apply
- By email
- tonyrealestatebc@gmail.com

