



## ADMINISTRATIVE ASSISTANT

*Posted on July 1, 2024*

**Company Name:** Priyanka Singh Law Corporation DBA Fominoff, Ross & Company

**Job Expires:** 2025-02-16

**Job Location:** White Rock, BC

**Hours Per Week:** 32

**Job Salary:** \$29/Hourly

Priyanka Singh Law Corporation DBA Fominoff, Ross & Company, located at #204 - 1548 Johnston Road, White Rock, BC Canada V4B 3Z8 requires one Full time/ Permanent Administrative Assistant to join operations immediately. We welcome and encourage Youth, New immigrants, and Aboriginal people to apply.

### Job Duties:

Prepare and proofread correspondence, forms, invoices and other documents;  
Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage;  
Schedule and confirm appointments and meetings;  
Determine and establish office procedures and routines;  
Answer telephone and relay telephone calls and messages;  
Answer electronic enquiries;  
Order office supplies and maintain inventory;  
Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.

Salary: \$29/Hourly (Minimum 32 hours per week)

Language: English

Minimum Education: Completion of secondary school is required.

Experience: Minimum one year of related work experience is required.

How to apply: [priyankasinghlawcorporation@gmail.com](mailto:priyankasinghlawcorporation@gmail.com)

