



OFFICE ADMINISTRATIVE ASSISTANT

Posted on May 1, 2024

Company Name: INDO CANADA TV CORP.

Job Expires: 2025-05-06

Job Location: Surrey

Hours Per Week: 40

Job Salary: \$29 per hour

Salary: \$29.00 hourly / 40 hours per Week

Terms of employment: Permanent employment: Full time

Day, Evening, Morning, Weekend

Starts: as soon as possible

vacancies : 1 vacancy

Overview:

Languages:

English

Education:

Secondary (high) school graduation certificate

Experience:

1 year to less than 2 years

On site:

Work must be completed at the physical location. There is no option to work remotely.

Asset languages:

Panjabi

Hindi

Responsibilities:

Tasks:

Arrange and co-ordinate seminars, conferences, etc.

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages





Answer electronic enquiries
Compile data, statistics and other information
Order office supplies and maintain inventory
Arrange travel, related itineraries and make reservations
Greet people and direct them to contacts or service areas
Experience and specialization:

Technical terminology

Business

Additional information:

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities:

Fast-paced environment

Work under pressure

Tight deadlines

Repetitive tasks

Personal suitability

Ability to multitask

Flexibility

Organized

Team player

Accurate

Client focus

Reliability

Who can apply to this job?

Only apply to this job if:

You are a Canadian citizen, a permanent or a temporary resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply:

By email:

indocanadatv20@gmail.com

