



## PERMANENT FULL TIME JOB - LOWER MAINLAND

*Posted on August 16, 2024*

**Company Name:** East to West Group of Companies

**Job Expires:** 2025-03-17

**Job Location:** Various Locations in Lower Mainland, BC

**Hours Per Week:** 30-40 hours

**Job Salary:** \$25.00 / hour

Administrative Assistant (FT Position)

Summary:

East to West Group of Companies, with over 30 years of experience, specializes in commercial equipment financing and mortgages. Headquartered in Surrey, B.C., and serving clients nationwide, they offer tailored financial solutions through strong relationships with banks, credit unions, and private equity funds. Co-founders Jag Sikham and Aman Bring lead the company with a vision to become Canada's top provider of commercial asset-based financing, having funded over \$2 billion in deals. The company is also committed to corporate social responsibility, supporting various community initiatives.

Job details

Location: Various Locations in Lower Mainland, BC

Salary: \$25.00 / hour

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 months

Duties

- 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.

#### Work Conditions and Physical Capabilities

Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability, Organized, Excellent written communication, Team player, Accurate

Employment groups: Youth, Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada, Seniors, Apprentices

Terms of employment: Permanent, Full time: 30-40 hours / week

Start date: As soon as possible

#### How to apply

By email: Jag Sekhon at [east2westleasing@outlook.com](mailto:east2westleasing@outlook.com)

#### Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

