



OFFICE ADMINISTRATIVE ASSISTANT

Posted on August 15, 2024

Company Name: Superbob Enterprises Unlimited Ltd.

Job Expires: 2025-04-23

Job Location: 6316 Doman St, Vancouver, BC, V5S 3G9

Job Salary: 29

Superbob Enterprises Unlimited Ltd. is looking for an Office Administrative Assistant position to join our team.

Business Address: 6316 Doman St, Vancouver, BC, V5S 3G9

No. of positions: 1

Start date: as soon as possible

Wage: \$29.00/hour

Job type: Full-time, Permanent

Job Duties:

- Maintain inventory, record, schedule and confirm appointments of an employer with clients.
- Setup and maintain information filing system either and determine office systems
- Supervise co-workers for using particular software, and different activities and greet walk-in clients.
- Prepare invoices, brochures, reports, presentations for meetings and records.
- Answer telephone and electronic mail, relay calls and messages.
- Sort and compile data and other information for research activities.
- Plan schedules for travelling and make travel arrangements.

Job Requirements:

Education Requirements: Secondary School Graduation Certificate

Language: English

Experience Requirements: 1 year to less than 2 years

Start date: As soon as possible

Send your resume at: jobs.superbob@gmail.com

