Administrative assistant (NOC:13110)

Job ID
49004

Westrich Transport Ltd.

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/49004

LOCATION	DATE POSTED	EXPIRY DATE
Unit 204, 15957 84 Ave, Surrey, BC | British Columbia	06-02-2026	01-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 29.00	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Employer Information:

Company name- Westrich Transport Ltd.

Business Address- Unit 204, 15957 84 Ave, Surrey, BC, V4N 0W7,Canada

Position Description:

Permanent Position: Administrative assistant (NOC:13110)

No. of Vacancies: 2

Terms of Employment: Permanent Employment-Full Time

Anticipated Start date: As soon as possible

Salary and Benefits:

Wage rate: $29 hourly / 40 hours per Week

Job Requirements:

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Language: English

Tasks

Evaluate daily operations

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Order office supplies and maintain inventory

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

How to apply:

By email: hr.westrichtransport@gmail.com

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