

Office Administrative Assistant

Smart Wireless Solutions Ltd.

Job ID

51645

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/51645>

LOCATION

8249 Eagle Landing Parkway suite 402,
Chilliwack, BC, V2R 0R5, Chilliwack, BC |
British Columbia

DATE POSTED

12-10-2026

EXPIRY DATE

10-04-2027

TYPE OF JOB

Full Time

SALARY

CAD 28.85 hourly / 32
hours per week

MIN. EXPERIENCE

1 year to less than 2
years

MIN. EDUCATION

Secondary (high)
school graduation
certificate

Job Details

Smart Wireless Solutions Ltd. has job opening for One full time 'Office Administrative Assistant' position at Chilliwack BC location.

Job title: Office Administrative Assistant

Job location: 8249 Eagle Landing Parkway suite 402, Chilliwack, BC, V2R 0R5

Wage: \$28.85 hourly / 32 hours per week

Vacancies: 1

Job type: Full time, permanent

Job Duties:

Determine and establish office procedures and routines

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

Job Description

Work conditions and physical capabilities : Attention to detail

Personal suitability :

Flexibility

Organized

Accurate

Client focus

Reliability

How to contact:

Please email your resume to hrsmartwireless@gmail.com

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