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# Administrative Assistant

**Posted by:** Quality Collating Ltd

**Location:** Ladysmith

**Salary:** \$27.00 Per Hour

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## Job Details

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**Job ID**

NCJ5466214

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**Posting Date :** 27-Nov-2024

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**Expiry Date :** 17-Dec-2024

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**Education :** Secondary (high) school graduation certificate or equivalent experience

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**Language :** English

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**Vacancies :** 3

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

**administrative assistant** Verified

Posted on July 16, 2024 by **Quality Collating Ltd**

**Job details**

Ladysmith, BC  
V9G 1A3

On site

27.00 hourly / 40 hours per Week

Permanent employment

Full time

Shift

Starts as soon as possible

Benefits: Health benefits, Other benefits

3 vacancies

Job Bank #3001791

## 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.

### Work setting

Factory or plant

## Responsibilities

### Tasks

Supervise other workers

Train other workers  
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  
Type and proofread correspondence, forms and other documents  
Supervise office and volunteer staff

## **Supervision**

11-15 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel  
MS Word  
Adobe Acrobat Reader

## **Additional information**

### **Security and safety**

Criminal record check

### **Work conditions and physical capabilities**

Work under pressure  
Tight deadlines  
Attention to detail  
Repetitive tasks

### **Personal suitability**

Ability to multitask

## **Benefits**

### **Health benefits**

Health care plan

### **Other benefits**

Free parking available

Parking available

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## **Who can apply to this job?**

### **The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

## **How to apply**

### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

### **By email**

[qualitycollatingladysmith@gmail.com](mailto:qualitycollatingladysmith@gmail.com)

### **Advertised until**

2024-10-16

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