



Technical assistant - office support

Posted by: RAAH CONSTRUCTION SERVICES LTD

Location: Surrey

Salary: \$35.00 Per Hour

Job Details

Job ID

NCJ2470044

Posting Date : 02-Dec-2024

Expiry Date : 31-May-2025

Education : Bachelor's degree or equivalent experience

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Job Details

Surrey, BC

V3S 8G9

On site

\$35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day

Start date: 2025-03-01

1 vacancy

Job bank #3168506

Languages

English

Education

Bachelor's degree or equivalent experience

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Construction company

Responsibilities

- Implement new administrative procedures
- Delegate work to office support staff
- Carry out administrative activities of establishment
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Oversee payroll administration
- Plan and control budget and expenditures
- Organize and schedule office work

Experience and specialization

Computer and technology knowledge

- Electronic scheduler
- Accounting software
- MS Excel
- MS Outlook
- MS Word
- Google Drive

Benefits

Free parking available

Who can apply to this job?

The employer accepts applications from Canadian citizens and permanent or temporary residents of Canada or other candidates with or without a valid Canadian work permit.

How to apply

Direct Apply

By email

- resumes@ilinkglobalrecruiting.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for the advertised start date?
- Are you willing to relocate for this position?
- Do you have previous experience in this field of employment?

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: resumes@ilinkglobalrecruiting.com

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