



---

# Administrative Assistant

**Posted by:** Waivin Flags Taxi

**Location:** Campbell River

**Salary:** \$27 Per Hour

---

## Job Details

---

**Job ID**

NCJ2490310

---

**Posting Date :** 11-Feb-2025

---

**Expiry Date :** 03-Mar-2025

---

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

---

**Language :** English

---

**Vacancies :** 2

---

**Years of Experience :** 1 year

---

**Job Type :** Full Time

---

## Job Description

**administrative assistant** Verified

Posted on December 04, 2024 by **WAIVIN FLAGS TAXI**

**Job details**

Campbell River, BC  
V9W 2G3

On site

27.00 hourly / 40 hours per Week

Permanent employment

Full time

Flexible Hours, Morning, Night, Overtime, Shift, Weekend

Starts as soon as possible

Benefits: Health benefits

2 vacancies

Job Bank #3172059

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### On site

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

### Work setting

Willing to relocate

## Responsibilities

### Tasks

Coordinate the activities of the HR department in order to ensure they meet the organization's goals

Evaluate daily operations

Motivate staff

Plan and organize daily operations

Supervise other workers

Determine and establish office procedures and routines

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Oversee development of communication strategies

Oversee the preparation of reports

Respond to employee questions and complaints

Order office supplies and maintain inventory

Negotiate collective agreements on behalf of employers or workers

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Recruit and hire workers and carry out related staffing actions

Perform basic bookkeeping tasks

Supervise office and volunteer staff

### **Supervision**

5-10 people

### **Experience and specialization**

#### **Computer and technology knowledge**

MS Office

#### **Area of specialization**

Business process management

### **Additional information**

#### **Security and safety**

Criminal record check

#### **Transportation/travel information**

Valid driver's licence

## Work conditions and physical capabilities

Ability to work independently  
Attention to detail  
Repetitive tasks

## Personal suitability

Ability to multitask  
Excellent oral communication  
Team player  
Time management  
Dependability  
Quick learner

## Benefits

### Health benefits

Health care plan

---

## Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

---

### 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 Direct Apply

### **By mail**

1995 Island Hwy  
Campbell River, BC  
V9W 2G3

### **Advertised until**

2025-01-03

---

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

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**