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# Administrative Assistant

**Posted by:** 1486281 B.C. LTD.

**Location:** Richmond

**Salary:** \$36.6 Per Hour

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## Job Details

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**Job ID**

NCJ5537272

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**Posting Date :** 05-Dec-2025

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**Expiry Date :** 03-Jun-2026

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**Education :** Secondary

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**Language :** English

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**Vacancies :** 1

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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

Company: 1486281 B.C. LTD. (operating as CHAYAN)

Location: Richmond, BC

Position Type: Full-time, Permanent

Wage: \$36.60 per hour

## About CHAYAN

CHAYAN is a premium Chinese tea brand that has always adhered to the highest standards of quality. Our mission is to bring customers the finest tea experience through continuous innovation and research. With a professional R&D laboratory based in China, CHAYAN is dedicated to developing new tea concepts, refining product formulations, and creating high-quality tea beverages that blend tradition with modern taste.

## Key Responsibilities

- Handle day-to-day administrative paperwork, update internal records, and ensure files are kept accurate and up to date.
- Manage incoming communication and make sure information is passed to the right team members in a timely manner.
- Assist with scheduling tasks, such as arranging staff meetings, confirming maintenance appointments, and coordinating with suppliers.
- Keep track of store and office supply levels, arranging restocking when needed.
- Respond to customer or partner inquiries received through email or phone and direct them to the appropriate personnel.
- Maintain organized filing systems for operational documents, compliance records, and employee information.
- Help streamline simple administrative routines to support smooth store operations.
- Assist with preparing short summaries, internal updates, or notes from staff meetings when needed.
- Compile simple data to assist the manager in reviewing operational needs.
- Provide basic guidance to new team members on administrative procedures.

## Qualifications

- Completion of secondary school is preferred.
- Minimum 1 year of administrative or related experience.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and basic office software.

#### How to Apply

Please send your resume and a brief cover letter to: [chayanrmd@outlook.com](mailto:chayanrmd@outlook.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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**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: [chayanrmd@outlook.com](mailto:chayanrmd@outlook.com)**

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