

# Administrative Assistant

**Posted By:** Employer Details **Rex Moving And Delivery Inc**

**Location:** Burnaby

**Salary:** \$35 Per Hour

**JOB ID :** RJ6675246

**Posting Date :** 10-Apr-2025

**Expiry date :** 07-Oct-2025

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** Fresher (less than 1 year)

**Job Type :** Full Time

## Job Description

**administrative assistant** Verified

Posted on April 10, 2025 by **Rex Moving and Delivery Inc**

### Job details

Burnaby, BC  
V3N 2G8

On site

35.00 hourly / 30 hours per Week

Permanent employment

Full time

Day, Morning, Overtime, Shift

Starts as soon as possible

1 vacancy

Job Bank #3279511

## 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.

## Responsibilities

### Tasks

Assist with staff consultation and grievance procedures

Direct and control daily operations

Direct staff

Open and distribute mail and other materials

Plan and control budget and expenditures

Supervise other workers

Establish and implement policies and procedures

Train other workers

Record and prepare minutes of meetings, seminars and conferences

Schedule and confirm appointments

Manage contracts

Answer telephone and relay telephone calls and messages

Oversee the analysis of employee data and information

Answer electronic enquiries

Compile data, statistics and other information

Respond to employee questions and complaints

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Set up and maintain manual and computerized information filing systems

Perform data entry

Maintain and manage digital database

Perform basic bookkeeping tasks

## **Supervision**

3-4 people

### **Who can apply for 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 email**

[rexmoving@hotmail.com](mailto:rexmoving@hotmail.com)

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

- References attesting experience

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

- Are you currently legally able to work in Canada?

## **Advertised until**

2025-05-10

**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: [rexbmoving@hotmail.com](mailto:rexbmoving@hotmail.com)**

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