

# Administrative Assistant

**Posted By: Papa Dave's Pizza**

**Location: Port Coquitlam**

**Salary: \$35.00 Per Hour**

**JOB ID : RJ4292216**

**Posting Date : 12-Jun-2025**

**Expiry date : 02-Jul-2025**

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

**Language : English**

**Vacancies : 1**

**Years of Experience : 2 years**

**Job Type : Full Time**

## Job Description

### Responsibilities

#### Tasks

- Schedule and confirm appointments
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Recruit and hire staff
- Maintain and manage digital database
- Perform basic bookkeeping tasks

**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: [papadaves2011@gmail.com](mailto:papadaves2011@gmail.com)**

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