Administrative Assistant

Job ID
9236

Ascendent Technology Group Inc

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LOCATION	DATE POSTED	EXPIRY DATE
15 9th Ave S, Cranbrook, BC| British Columbia	17-04-2026	12-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $28.50/hour.	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Ascendent Technology Group Inc – Infiniti Electro Optics is looking for a Full-Time Administrative Assistant (NOC 13110)! This is a full-time, permanent position with 35 hours per week, $28.50/hour.

Job Description:

• Provide general administrative support to the management, operations, payroll team of our manufacturing company.
• Prepare, edit, and proofread, reports, and administrative documents
• Schedule and confirm meetings and appointments
• Answer inquiries and relay information as required
• Maintain manual and computerized filing systems for operational, financial, and compliance records.
• Compile data and other information to support reporting and administrative functions
• Coordinate office activities to support efficient business operations.
• Support the preparation and organization of documentation related to company compliance and regulatory requirements
• Assist with the compilation and filing of records supporting internal reporting and business processes, including controlled goods documentation where applicable
• Provide administrative support for trade and shipping documentation, including preparation of supporting paperwork for export-related processes and Certificates of Origin
• Assist in organizing documentation and records related to financial and operational programs such as grants and SR&ED claims
• Maintain organized records for inventory, asset tracking, and related administrative documentation, including bailment records

Job Requirements:

• Minimum 1-2 years of previous clerical experience
• Minimum completion of high school
• Experience in manufacturing or export-related documentation is an asset
• Experience with security assessment for Controlled Goods Program (CGP) is an asset
• Strong organizational and attention-to-detail skills
• Ability to manage multiple tasks and meet deadlines
• Excellent written and verbal communication in English
• Proficiency in Microsoft Office (Word, Excel, Outlook)
• Experience with QuickBooks Online

• Ability to handle confidential information with discretion

• Strong interpersonal skills

Benefits:

• Optional group health benefits (company pays 50%)

Job Location:

Ascendent Technology Group Inc - 15 9th Ave S, Cranbrook, BC V1C 2L9

To Apply:

To those interested please email your resume to careers@ascendentgroup.com. Please indicate on the email subject that you are applying for the Admin Assistant position.

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