administrative assistant

Rocky Mountain Chocolate

Job ID
9752

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LOCATION	DATE POSTED	EXPIRY DATE	
Burnaby, BC| British Columbia	31-05-2026	27-11-2026	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 36.75	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

administrative assistant Verified

Posted on ------- by Employer detailsRocky Mountain Chocolate

Job details

LocationBurnaby, BC

V5C 4E4

Work locationOn site

Salary

36.75 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Night, Day

Starts as soon as possible

Benefits: Other benefits

vacancies2 vacancies

SourceJob Bank #3584119

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

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

Work setting

Manufacture

Responsibilities

Tasks

Arrange and co-ordinate seminars, conferences, etc.

Open and distribute mail and other materials

Train staff

Train other workers

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Arrange travel, related itineraries and make reservations

Greet people and direct them to contacts or service areas

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Experience and specialization

Type of industry experience

Food

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Repetitive tasks

Personal suitability

Ability to multitask

Team player

Benefits

Other benefits

Other benefits

Employment groups

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

Support for persons with disabilities

Support for newcomers and refugees
Support for youths
Support for Veterans
Support for Indigenous people
Support for mature workers
Supports for visible minorities
Who can apply for this job?
You can apply if you are:

a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply
Direct Apply
By Direct Apply

Additional ways to apply
Advertised until
To be determined

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