# administrative assistant

WAIVIN FLAGS TAXI

Job ID
**9770**

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| LOCATION | DATE POSTED | EXPIRY DATE | |
|---|---|---|---|
| Campbell River, BC\| British Columbia | 02-06-2026 | 29-11-2026 | |
| **TYPE OF JOB** | **SALARY** | **MIN. EXPERIENCE** | **MIN. EDUCATION** |
| Full Time | CAD 27 | 7 months to less than 1 year | Secondary (high) school graduation certificate |

## Job Details

Job posting advertised

administrative assistant Verified

Posted on June 01, 2026 by Employer detailsWAIVIN FLAGS TAXI

Job details

LocationCampbell River, BC

V9W 2G3

Work locationOn site

Salary

27.00 hourly / 40 hours per week

Terms of employment

Permanent employment

Full time

Evening, Shift, Flexible hours, Morning, Day

Starts as soon as possible

Benefits: Other benefits

vacancies4 vacancies

SourceJob Bank #3589153

Overview

Languages

English

Education

Secondary (high) school graduation certificate

or equivalent experience

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
Arrange and co-ordinate seminars, conferences, etc.
Assist with staff consultation and grievance procedures
Direct and control daily operations
Evaluate daily operations
Train other workers
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Order office supplies and maintain inventory
Greet people and direct them to contacts or service areas
Type and proofread correspondence, forms and other documents
Additional information
Security and safety
Bondable
Criminal record check
Transportation/travel information
Valid driver's licence
Work conditions and physical capabilities
Fast-paced environment
Work under pressure
Large workload
Personal suitability
Ability to multitask
Flexibility
Organized
Benefits
Other benefits
Free parking available
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
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

2026-06-15

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