administrative assistant

WAIVIN FLAGS TAXI

Job ID
9805

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LOCATION	DATE POSTED	EXPIRY DATE
Campbell River, BC, Campbell River, BC| British Columbia	05-06-2026	02-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.25	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Job posting advertised

administrative assistant Verified

Posted on June 04, 2026 by Employer detailsWAIVIN FLAGS TAXI

Job details

LocationCampbell River, BC

V9W 2G3

Work locationOn site

Salary

28.25 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 #3591837

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
2026-06-25

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