

Best Royal Recruiting & Immigration is hiring an Administrative Assistant

Job ID
39152

Best Royal Recruiting & Immigration

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LOCATION	DATE POSTED	EXPIRY DATE	
5000 Kingsway, suite 388, Burnaby, BC British Columbia	18-02-2026	17-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$29.00 to \$40.00 hourly (To be negotiated)	Experience an asset	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Best Royal Recruiting & Immigration is hiring an Administrative Assistant

Business and Work Location: 5000 Kingsway, suite 388, Burnaby, BC, V5H 2E2

Wage: \$29.00 to \$40.00 hourly (To be negotiated)

Terms of employment: Permanent employment / Full time: 30 to 40 hours per week

Job Start date: Starts as soon as possible

Benefit: 4% Vacation pay

Vacancy: 1 vacancy

JOB REQUIREMENTS

Language: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years OR equivalent experience

Experience: Experience an asset

How to apply

By email: hrbestroyal@gmail.com

Job Description

JOB DUTIES

1. Arrange and co-ordinate seminars, conferences, etc.
2. Coordinate the flow of information within the team
3. Open and distribute mail and other materials

4. Record and prepare minutes of meetings, seminars and conferences
5. Determine and establish office procedures and routines
6. Schedule and confirm appointments
7. Answer telephone and relay telephone calls and messages
8. Answer electronic enquiries
9. Compile data, statistics and other information
10. Order office supplies and maintain inventory
11. Arrange travel, related itineraries and make reservations
12. Greet people and direct them to contacts or service areas
13. Set up and maintain manual and computerized information filing systems
14. Type and proofread correspondence, forms and other documents
15. Perform data entry
16. Work with the marketing department to understand and communicate marketing messages to the field
17. Maintain and manage digital database
18. Perform basic bookkeeping tasks
19. Supervise office and volunteer staff