

Administrative Assistant

JPP Transport

Job ID
39334

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LOCATION	DATE POSTED	EXPIRY DATE	
13902 Grosvenor Rd, Surrey, BC British Columbia	07-03-2026	03-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.85	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

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

Work setting
Transportation company

Responsibilities

- Tasks
- Coordinate the flow of information within the team
 - Open and distribute mail and other materials
 - Manage contracts
 - Answer telephone and relay telephone calls and messages
 - Answer electronic enquiries
 - Set up and maintain manual and computerized information filing systems
 - Perform data entry
 - Maintain and manage digital database

Experience and specialization

- Computer and technology knowledge
 - Google Docs
 - MS Excel
 - MS Word
 - Database software

Additional information

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Attention to detail

Repetitive tasks

Work with minimal supervision

Personal suitability

Ability to multitask

Excellent written communication

Team player

Client focus

Reliability

Time management

Adaptability

Dependability

Job Description

JPP Transport Ltd. is seeking a reliable and organized Administrative Assistant to support the daily administrative operations of our transportation company. The successful candidate will assist with coordinating office activities, maintaining records, handling communications, and ensuring efficient information flow within the organization.

The Administrative Assistant will play an important role in supporting management and staff by performing clerical and administrative tasks, maintaining documentation and databases, and assisting in the preparation of reports and correspondence. The position requires strong organizational skills, attention to detail, and the ability to work effectively in a fast-paced office environment.