

Executive Assistant

Reliable Steel Traders Ltd.

Job ID

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LOCATION	DATE POSTED	EXPIRY DATE	
1585 Broadway Street, suite 102, Port Coquitlam, BC British Columbia	08-07-2026	04-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.60	2 years to less than 3 years	College/CEGEP

Job Details

Reliable Steel Traders Ltd. is looking for full time Executive Assistant at 1585 Broadway Street, suite 102, Port Coquitlam BC V3C 2M7 Canada. There is 1 position available.

Hours of work are 40 hours per week (overtime paid after 40 hours/week). Pay is \$36.60/hour. Successful candidate must speak English. Completed post-secondary education at a college or bachelor level in a related field is required. Minimum work experience of 2 years in a related field is required.

Please send resumes via email to sales@reliablesteels.com

Job Description

Main duties and responsibilities are as follows but not limited to:

- Establish and coordinate administrative policies and procedures for officials, committees and boards of directors
- Analyze incoming and outgoing memoranda, submissions and reports and prepare and coordinate the preparation and submission of summary briefs and reports to executives, committees and boards of directors
- Prepare agendas and make arrangements for committee, board and other meetings
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors
- Meet with individuals, special interest groups and others on behalf of executives, committees and boards of directors to discuss issues and assess and recommend various courses of action
- Liaise with departmental and corporate officials and with other organizations and associations on behalf of executives, committees and boards of directors.