



Business Administrative Assistant

Transform Smarter located in downtown Vancouver is looking for to hire a Business Administrative Assistant. Candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Assistants must be comfortable with computers and general office tasks at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

Specific Skills

- Organize and schedule office work in timely manner
- Receive and reply tailored messages, which may include writing, editing, and distributing communications
- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy
- Compile data, statistics and other information to support research activities
- Create update worksheets and monitor the status of company image
- Maintain a strong understanding of industry regulations, policies & procedures, and compliance requirements
- Maintain and prepare weekly/monthly required reports for manager and related department
- Order office supplies and maintain inventory

Requirements

- 1+ year experience (Preferred)
- Excellent oral and written communication
- Proficiency with Microsoft Office
- A basic understanding of marketing and financial principles (Preferred)
- Accurate, organized, teamwork, efficiency and energetic

Job Types: Full-time, Part-time

Salary: \$16.00 to \$20.00 per hour, based on experience

Schedule: Monday to Friday

Benefits:

- Company events, flexible schedule
- Health and dental coverage
- 2 weeks vacation every year
- Bonus

How to apply:

- Please submit your resume to contact@transformsmarter.com