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office assistant

FSJ TIRE AND GRAPHICS LTD

📍 10996 CLAIRMONT FRONTAGE RD Fort St. John, BC V1J 8C7

📄 Job Description

Location: 10996 CLAIRMONT FRONTAGE RDFort St. John, BC V1J 8C7

Salary: 24.50 hourly / 30 hours per week

Terms of employment: Permanent employmentFull time

Start: Starts as soon as possible

vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

Responsibilities

Tasks

Type and proofread correspondence, forms and other documents

Receive and forward telephone or electronic enquiries

Process incoming and outgoing mail manually or electronically

Compile data, statistics and other information

Prepare invoices and bank deposits

Provide general information to clients and the public

Order office supplies and maintain inventory

Perform data entry

Organize and schedule office work

Additional information

Personal suitability

Client focus

Reliability

Team player

📍 Company Address

📍 10996 CLAIRMONT FRONTAGE
RD Fort St. John, BC V1J 8C7

✉️ fsjtire@gmail.com

📄 Job Overview

Job Number: 25723342

Location: 10996 CLAIRMONT
FRONTAGE RD Fort St. John, BC V1J
8C7

Start Date: 2025, Jul 23

End Date: 2026, Jan 19

Job Category: Administrative Support

Job Position: office assistant

Qualification Required: Secondary
(high) school graduation certificate

Package: \$24.50 Hourly

Min Experience: 0 (Year) 0 (Month)

Max Experience: 0 (Year) 0 (Month)

Employment Type: Full Time

How to apply

By email

fsjtire@gmail.com

Post Resume at: fsjtire@gmail.com

Print



Email:
contact@canadajobhub.ca

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Navigations

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