

Office Assistant

📍 FSJ TIRE AND GRAPHICS LTD 📍 10996 CLAIRMONT FRONTAGE RD Fort St. John, BC V1J 8C7

[Print](#)

Job Overview

📌 **Job Id:-** 25723342 📅 **Posted On:-** 2025, Jul 23 📅 **Valid Till:-** 2026, Jan 19 📌 **Category:-** Administrative Support

Job Detail

Location: 10996 CLAIRMONT FRONTAGE RDFort St. John, BCV1J 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

How to apply

By email

fsjtire@gmail.com

Sign Up

out what profession you are good at and
earn some money.

