

**Salon Receptionist/Social Media****Prep Beauty Parlour, (Downtown) Vancouver, \$13.50/hr**

Looking for a receptionist for a busy spa Downtown, Vancouver. Requirements:  Knowledge in salon etiquette, nails, lashes, hair and makeup is a must!  Minimum 1 year in customer service/hospitality field jobs  Knowledge of G-suite and MindBody  Graphic design skills are an asset. Forward both COVER LETTER and RESUME to [info@prepbeautyparlour.com](mailto:info@prepbeautyparlour.com)

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Job Posted: February 16, 2019

**Administrative & Marketing Assistant, F/T****Proof of Care, West Vancouver, \$45,000 - \$55,000**

You'll be responsible for keeping us organized, co-ordinating staff schedules, managing multiple marketing & staff recognition programs, as well as supporting the owner and the GM daily. You'll also be the centre of positivity for our office - an upbeat and happy personality is the key trait we are looking for! Qualifications:  Previous experience in marketing or as an assistant an asset but not mandatory  Exception written & spoken English  Amazing time management skills  Be knowledgeable of Microsoft Excel and Word  Self-starting and willing to take on any task with gusto  An endless source of positivity and happiness. Apply online at [www.prooffofcare.com/careers/apply/](http://www.prooffofcare.com/careers/apply/)

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Job Posted: February 16, 2019

**Administrative Assistant****Garuda Transport Ltd., Delta, \$23/hr**

Check and relay Emails, mails and telephone calls. Co-ordinate the flow of information internally with accountants, bookkeepers, dispatcher and from the reception. Schedule and confirm appointments and meetings with clients. Order office supplies and maintain inventory. Answer queries of clients via telephone or Emails. Requirements:  Organized, Leadership, Problem solver, Ability to work in a dynamic and busy environment  Safety and security measures must always be followed at work place  Excellent communication skills  Language - English  Completion of high school  Previous experience related to similar position would be an asset. Mail: #216 9527 120 Street Delta, BC V4C 6S3; Email: [garuda\\_transport@hotmail.com](mailto:garuda_transport@hotmail.com)

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Job Posted: February 16, 2019

**Administrative Assistant****Geyser Transport Ltd., Surrey, \$23/hr**

Record and prepare minutes of meetings, seminars and conferences. Determine and establish office procedures and routines. Schedule and confirm appointments. Answer telephone and relay telephone calls and messages. Answer electronic enquiries. Order office supplies and maintain inventory. Requirements:  Education: Completion of secondary school  Work Experience: Completion of 1-2-year college or other program for administrative Assistants or Secretaries or 1-2 years of relevant work experience  Language: English is required  Computer Applications: MS Excel, MS Access, MS Office, MS Word. Mail: #102, 7337 137 Street, Surrey, BC V3W 1A4; Email: [geysertransport@gmail.com](mailto:geysertransport@gmail.com)

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Job Posted: February 16, 2019

**Administrative Assistant****Pacific Rim Cabinets Ltd, (Annacis Island) Delta**

Reporting to the Senior Accountant and President, the role would consist of, but not limited to, the following responsibilities: Answer phone calls and greet guests. Maintain electronic and manual filing systems. Handle incoming & outgoing mail/couriers/fax. Type and proofread correspondence, forms and other documents. Assist with A/P and A/R and other bookkeeping tasks. Qualifications:  Organized and detail oriented with exceptional multitasking skills  Able to speak on the phone in a professional manner  Must be a team player and able to build harmonious relationships  Superior customer service skills  Proficient in Microsoft Office  Excellent communication skills, both verbal and written  Professional appearance is a must  Past administrative or office experience preferred  High school diploma. Email your resume and cover letter to [kvergara@pacrimcab.com](mailto:kvergara@pacrimcab.com)  
Job Posted: February 16, 2019

**Administrative Assistant /Jr Project Coordinator****Align Construction, New West**

General reception and front desk duties, including answering and directing calls, distributing incoming mail and arranging outgoing deliveries. Administrative and clerical duties for project management including meeting minutes and filing. Managing and maintaining office supplies. Qualifications:  Excellent communication skills  Excellent organizational and problem solving skills  Excellent attention to detail  Personable and approachable  Works well with others under pressure  Ability and confidence to work independently  Proficient user of MS office including Excel, Word and Outlook. Email resume to [hr@aligncl.com](mailto:hr@aligncl.com)

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Job Posted: February 16, 2019

**Appointment Coordinator****Destination Kingsway Honda, Vancouver**

This role would be ideal for an individual who is looking to either excel their customer service skills OR maybe an individual who wish to re-direct their career. What we need from you:  Previous dealership and appointment booking experience is preferred  Self-motivated, independent and a team player with a sense of urgency and attention to detail  Proficiency with other 2nd languages is an asset  Exceptional organizational skills and ability to multitask, prioritize and adapt in a fast-paced environment  Experience with ADP/CDK and X-Time is an asset. Submit your resume with the subject line "Appointment Coordinator - Destination Kingsway Honda" to our Human Resources Department at [careers@destinationauto.ca](mailto:careers@destinationauto.ca) Job Posted: February 16, 2019

**Clerical Support, Casual****City of Port Coquitlam, \$24.50/hr**

Looking for positive, energetic and knowledgeable individuals who thrive in administrative and service based work to provide casual clerical support relief opportunities throughout the City. The successful applicants will have excellent organizational skills, the ability to multi-task in a fast paced environment and be able to communicate effectively in a team environment. Solid related clerical/administrative experience is required to be considered. Casual Clerical Support personnel are assigned to a variety of City departments including Engineering & Public Works, Finance and Corporate Support. To be successful, you have:  a positive attitude about the work you perform  exceptional customer service skills  completed Grade 12  have completed Business Communications or Business Report Writing  2+ years' administrative experience  fast fingers with a typing speed of at least 50 accurate wpm  intermediate to expert knowledge of the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)  Accounting Level 1. The City of Port Coquitlam will conduct a criminal record check. Apply online no later than March 3, 2019, quoting competition number #19-021c, at [www.portcoquitlam.ca/cityjobs](http://www.portcoquitlam.ca/cityjobs)  
Job Posted: February 16, 2019

**Customer Service Representative, Auxiliary****District of North Vancouver, \$25.31 - \$29.74/hr**

An opportunity exists in the Corporate Services Department for an on call (auxiliary) front desk Customer Service Representative to perform public contact, customer service and clerical work. This position is the public's primary point of contact providing customer service at the front desk, on the phone, and via e-mail, regarding all of the District's operations, services, programs, events, bylaws and regulations. You will be responsible for providing customer service in a professional and courteous manner, and will simultaneously use telephone and computer systems to handle inquiries, research answers, enter requests for service, comments or complaints for investigation and for other purposes. The ideal candidate will have experience: working in a call centre or multi line reception environment; using a variety of computer applications, and an e-mail management system. Submit your cover letter and resume online by February 22, 2019 at [www.dnv.org/careers](http://www.dnv.org/careers)

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Job Posted: February 16, 2019

**Executive Assistant, F/T****Express Computer Service Center Inc., Langley, \$25/hr**

Planning, administering and reviewing corporate compliance activities, administrative policies and effective practice concerning company board meetings. Ensuring all business matters and transactions are managed and implemented as directed by the board. Determining and establishing office procedures and routines. Collecting, analysing and interpreting information on the financial standing, cost structures and trading effectiveness of the organisation. Requirements:  Experience: 2 to 3 years of work experience in a similar role  Minimum Education: At least 2 year diploma in Business Administration or related field. Mail: 20085 96 Ave., Langley, BC V1M 3C6; Email: [mgoyal@expresscomputers.com](mailto:mgoyal@expresscomputers.com)

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Job Posted: February 16, 2019

**Program Assistant II - RISE, Auxiliary/Casual (Mar.2019 - Jun.2019)****City of Vancouver, \$22.48 - \$26.36/hr**

Approximately 10-17.5 hours per week until June 2019 with the possibility of extension; shifts vary and include evening and weekend work. Mondays from 12:00pm-4:00pm is mandatory. The PA II RISE position is responsible for assisting with the development, implementation, administration and coordination of programs, with a focus on Indigenous communities and cultures, in collaboration with the Community Youth Worker or Recreation Programmer. Qualifications:  Completion of Grade 12 and some related experience, or an equivalent combination of training and experience  Knowledge of Indigenous cultures and understanding of the barriers to participation in mainstream recreation settings is preferred  Proven success in working with Indigenous communities  Standard First Aid with CPR-C/AED required  Experience working with youth preferred  A Class 4 driver's license is an asset. Apply by February 24, 2019, Requisition ID: 12969, at [jobs.vancouver.ca/job/Vancouver-Program-Assistant-II-RISE-Brit/537894600/](http://jobs.vancouver.ca/job/Vancouver-Program-Assistant-II-RISE-Brit/537894600/) Job Posted: February 16, 2019

**Receptionist****Liberty Tax, North Surrey, \$14/hr**

This position is full time during tax season and part time afterwards. Coordinates and manages the initial greeting of customers, incoming phone calls, the appointment log, passing out completed returns, and making of client packets. The receptionist should also handle other clerical duties as assigned by the office supervisor or general manager. Drop by our office at: 10663 King George, Surrey; or Email your resume to [libertytaxhires@gmail.com](mailto:libertytaxhires@gmail.com)

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Job Posted: February 16, 2019

**Program Assistant III, Auxiliary/Casual (Apr.01.2019 - Jun.2019)****City of Vancouver, \$26.36 - \$30.98/hr**

The Program Assistant III position will be responsible for recruiting and training volunteers, liaising with all members of the neighborhood houses, schools and community centres, preparing and distributing program registration forms and information to schools, managing budgets, providing information to parents and stakeholders, ActiveNet programming, and other related duties as required. This position is approximately 6 hours per week and runs from April to June 2019. Candidates must be available to work Saturdays. Requirements:  Completion of an approved diploma course in recreation and some related experience; or an equivalent combination of training and experience  A Driver's License for the Province of BC  Standard or Emergency First Aid with CPR-C  Sound knowledge of the safety practices, policies, regulations and rules applicable to the work performed  Working knowledge of the fundamentals of program leadership and development  Some knowledge of basic marketing and advertising  Working knowledge of ActiveNet, POS, Photo ID, MS Office software products is desirable  A valid B.C. Driver's License is required  A Police Record Check is a requirement for this position. Apply by February 24, 2019, Requisition ID: 12972, at [jobs.vancouver.ca/job/Vancouver-Program-Assistant-III-Brit/537894800/](http://jobs.vancouver.ca/job/Vancouver-Program-Assistant-III-Brit/537894800/)

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Job Posted: February 16, 2019

**CPIC Operator, P/T (4 hrs/day)****City of Maple Ridge, \$24.72 - \$29.02/hr**

An opportunity for a part time CPIC Operator in our Police Services Department.? This is C.P.I.C. (Canadian Police Information Centre) terminal operational and clerical work relative to the provision and receipt of information to and from Canadian Police Information Centers. You:  Have some related work experience including clerical and data entry experience, and the ability to type 50 words per minute (net);  Required to obtain and maintain an RCMP security clearance;  Team orientated;  Excellent Communication skills;  Ability to work with minimum direct supervision. This is a part time position and hours will be 4 hours a day. Hours will be mainly 8 am to noon with some afternoon requirements to backfill vacation etc. Apply by February 24, 2019, Job Id: 19-025, at [www.mapleridge.ca/311/Find-Jobs](http://www.mapleridge.ca/311/Find-Jobs)

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Job Posted: February 16, 2019

**CSR/Office Admin****AE Concrete Products Inc., Surrey**

This position will have a main focus on ensuring quick response to standard product sales calls. Our dedicated teams also provide superior customer service. Work in compliance with the Occupational Health and Safety Act and Regulations; as well as, the Company Health and Safety Responsibilities and Accountabilities and actively promote AE Concrete's safety vision. Qualifications:  High School Diploma or preferably College Diploma (technical discipline) an asset or equivalent work experience. Understanding of the Pre-Cast industry and knowledge of the Pre-Cast manufacturing techniques considered an asset  1-3 + years previous experience as a Sales/Customer Service Representative  Knowledge of SAP would be an asset  Strong interpersonal communication and effective written and oral skills  Above average computer skills including, Windows, Outlook, Word and Excel  Previous industry experience in similar products and services an asset  Computer aptitude (MS Office, ERP System [SAP], Excel)  Understanding of the precast industry and knowledge of the precast manufacturing techniques are considered strong assets. Email your resume and cover letter [careers@aeconcrete.com](mailto:careers@aeconcrete.com)

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Job Posted: February 16, 2019