

Overview:

Keep our operations running smoothly by providing administrative support across various departments.

Position: Administrative Assistant

Position Details:

- Duration: 4 months
 - Salary: \$19 per hour
 - Start Date: May 2025
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Main Responsibilities:

- Manage scheduling, correspondence, and document organization.
- Maintain office systems and procedures.
- Assist with administrative tasks as needed.

Qualifications:

- Proficiency in Microsoft Office Suite.
 - Strong organizational and time-management skills.
 - Excellent communication abilities.
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For questions or to apply, please reach out via:

- Email: dina@theplugco.ca
- Phone: (437) 673-2109
- Website: <https://theplugco.ca/>