



Administrative Assistant

Job Type	Full-time
Job Status	Sourcing
Date Posted	29-Jun-17
Location	Langford, B.C.

Our client is a long established and very successful enterprise, consisting of a number of small and medium sized business units, all headquartered in Langford, B.C. There are clear prospects of continued employment for decades.

Working closely with the business unit managers, you will be responsible for the full range of administrative functions as well as some clerical human resource functions.

Your collegial style is a match to the existing culture.

If you have a superior track record as an administrative assistant/HR clerk and a post-secondary degree, we would like to talk to you.

Please reply in complete confidence to Peter Baillie, peter@executivenetwork.ca or Brad Colbert, brad@executivenetwork.ca. Phone inquiries welcomed, toll free 1.866.385.2848 or 250.389.2848