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| **Job Title: Administrative Assistant** | **Start Date: Anytime** |
| **Organization: Speed Projects Laboratory** | **Location: Richmond (on-site)** |

Speed Projects Laboratory Ltd. is a small, local, but fast-growing Automotive Paint Protection & Performance Speed Shop in Richmond. We have a dynamic company culture that is customer focused and market driven. Our team consists of young and affluent individuals that always challenge the status quo to provide the best experience and products for our clients in a highly competitive aftermarket automotive industry.

We are currently seeking an Administrative Assistant to support our company for data entry, redirecting/answering inquiries, and office coordination to a project or between our two locations.

**Job Responsibilities:**

* Performs data entry support for office and division needs
* Receives incoming telephone calls, messages, mail and packages to office and directs to appropriate person in a courteous and customer service-oriented manner
* Maintains office area cleanliness and preparedness.
* Greets and assist all visitors.
* Maintains company, business, and client contact information
* Assists with office day-to-day activities
* Orders supplies as directed by manager
* Maintains knowledge of company values and product/service offerings

**Additional Responsibilities**

* Seeks to improve job performance through self-assessment, skill development, training and goal setting
* Maintains a regular and reliable level of attendance and punctuality
* Performs reasonable miscellaneous job-related duties as assigned

**Qualifications**

* Previous administrative and customer service experience is preferred
* Excellent communications skills with a customer-service-driven mentality
* Great work ethic, attitude, and a team player
* Experience using MS Office Suite (Word, Excel, Outlook)
* Must be authorized to work in Canada
* High attention to detail
* Able to multi-task and self-prioritize required

**Work Hours**: 9:30am to 6pm Monday to Friday or Tues to Saturday, 1hr lunch with 30mins paid/30mins unpaid

**Compensation**: Competitive hourly wage and incentives

If you’re an individual that enjoys working in a team environment with a group of young, passionate, and like-minded people, you will be a good fit to our team!

**Contact:**

Z. Leung  
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