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ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted by: Distinct Motors Inc

Posting date: 02-Jul-2024 **Closing date:** 29-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Elk Point

Salary: \$27 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: RJ6509860

Job description:

ADMINISTRATIVE ASSISTANT (NOC: 13110)

Posted on by Distinct Motors Inc. on June 28, 2024

JOB DETAILS

Location

Elk Point, AB T0A 1A0

Salary

\$27.00 hourly / 35 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Start date

Starts as soon as possible

Vacancies

1 vacancy

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

RESPONSIBILITIES

Tasks

- Coordinate the flow of information within the team
- Open and distribute mail and other materials
- Establish and implement policies and procedures
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Schedule and confirm appointments
- Manage contracts
- Answer telephone and relay telephone calls and messages
- Answer electronic enquiries
- Advise senior management
- Order office supplies and maintain inventory

- Set up and maintain manual and computerized information filing systems
- Perform data entry
- Maintain and manage digital database

EXPERIENCE AND SPECIALIZATION

Area of specialization

- Correspondence
- Reports and records
- Contracts

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

Personal Suitability

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement

- Organized
- Team player
- Accurate
- Client focus
- Reliability
- Time management
- Adaptability
- Dependability
- Quick learner

WHO CAN APPLY TO THIS JOB?

The employer accepts applications form:

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

distinctmotors-careers@post.com