

# Administrative Assistant

**Posted By: ESSO HIGH PRAIRIE**

**Location: High Prairie**

**Salary: \$29.50 - 31.50 Per Hour**

**JOB ID : RJ4806420**

**Posting Date : 26-Sep-2024**

**Expiry date : 25-Mar-2025**

**Education : Secondary (high) school graduation certificate**

**Language : ENGLISH**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## Job Description

### Overview

#### Languages

English

#### Education

Secondary (high) school graduation certificate

#### Experience

1 year to less than 2 years

Job Type:

Permanent Employment & Full Time

On site

Work must be completed at the physical location. There is no option to work remotely.

Address

4247 53 Ave High Prairie, AB T0G 1E0

## **Responsibilities**

### **Tasks**

- Supervise other workers
- Train other workers
- 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
- Compile data, statistics and other information
- Order office supplies and maintain inventory
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Type and proofread correspondence, forms and other documents

### **Supervision**

1 to 2 people

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Outlook
- MS Word
- MS Access
- MS Office

### **Area of specialization**

Correspondence  
Contracts  
Statistics  
Charts, tables, graphs and diagrams

## **Additional information**

### **Work conditions and physical capabilities**

Fast-paced environment  
Work under pressure  
Tight deadlines  
Repetitive tasks

### **Personal suitability**

Ability to multitask  
Excellent oral communication  
Excellent written communication  
Flexibility  
Organized  
Team player  
Client focus  
Reliability

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jobs.rukmanigroupltd@yahoo.com](mailto:jobs.rukmanigroupltd@yahoo.com)**

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