

Administrative Assistant (NOC- 13110)

Posted By: 2223933 Alberta Corp

Location: Edmonton

Salary: \$29.50 Per Hour

JOB ID : RJ5088717

Posting Date : 24-Jul-2024

Expiry date : 20-Jan-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Title: Administrative Assistant (NOC- 13110)

Employer: 2223933 Alberta Corp

Employer Business Address: 9166 34A Ave NW, Edmonton, AB, T6E 5P4, Canada

Salary: \$29.50 per hour

Vacancies: 1 position

Terms of employment: Permanent employment, Full time 30-40 hours / week

Start date: As soon as possible.

Job requirements

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Responsibilities

Tasks:

- Determine and establish office procedures and routines.
- Schedule and confirm appointments.
- Answer telephone and relay telephone calls and messages.
- Answer electronic enquiries.
- Order office supplies and maintain inventory.
- Greet people and direct them to contacts or service areas.
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information.
- Set up and maintain manual and computerized information filing systems.
- Type and proofread correspondence, forms and other documents.
- Perform data entry.

Who can apply to this job?

Only apply to this job if:

You are a Canadian citizen or a permanent resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

How to apply

By email:

navrajsinghbrar0@gmail.com

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: navrajsinghbrar0@gmail.com

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