

Administrative Assistant

Posted By: Deliver Fast Logistics Ltd

Location: Calgary

Salary: \$29.50 Per Hour

JOB ID : RJ2087260

Posting Date : 02-Sep-2024

Expiry date : 01-Mar-2025

Education : Secondary School

Language : English

Vacancies : 2

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

On site

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

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

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Additional information

Work conditions and physical capabilities

Attention to detail

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary 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**.

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.deliverfast@gmail.com

Posted on refugeejobportal.com