

# Administrative Assistant

**Posted By:** Allen Townsend

**Location:** Sherwood Park

**Salary:** \$26 Per Hour

**JOB ID :** RJ3162770

**Posting Date :** 07-Feb-2025

**Expiry date :** 06-Aug-2025

**Education :** Secondary High School

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### administrative assistant

Sunset Oilfield Services

#### Job details

37 Ridgehaven Crescent  
Sherwood Park, AB  
T8A 6H9

On site

26.00 hourly / 40 hours per Week

Permanent employment

Full time

Day

Starts as soon as possible

1 vacancy

Job Bank #3170576

## 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

Compile data, statistics and other information

Order office supplies and maintain inventory

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

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## **Who can apply to this job?**

### **The employer accepts applications from:**

- 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 Direct Apply

### **By email**

[sunsetoilfield@ajoc.ca](mailto:sunsetoilfield@ajoc.ca)

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you currently legally able to work in Canada?
- Are you willing to relocate for this position?

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