

# Administrative Assistant

**Posted By: Super Cat Transport Ltd.**

**Location: Edmonton**

**Salary: \$26.35 Per Hour**

**JOB ID : RJ6836098**

**Posting Date : 12-Mar-2025**

**Expiry date : 01-Apr-2025**

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

**Language : English**

**Vacancies : 1**

**Years of Experience : Fresher (less than 1 year)**

**Job Type : Full Time**

## Job Description

Employer: Super Cat Transport Ltd.

Address: 3315 11 Ave NW, Edmonton, AB T6T 2C5

Position: Administrative Assistant

Wage: 26.35 / Hour

Hours per week: 30 to 40

Job type: Permanent Full-time

Vacancy: 1

Start Date: As soon as possible

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Work setting:

Transportation company

Responsibilities:

- Supervise other workers
- Train, direct and motivate staff
- Assign, co-ordinate and review projects and programs
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Answer telephone and relay telephone calls and messages
- Compile data, statistics and other information
- Oversee the preparation of reports
- Respond to employee questions and complaints
- Order office supplies and maintain inventory
- Plan, organize, direct, control and evaluate daily operations
- Greet people and direct them to contacts or service areas
- Set up and maintain manual and computerized information filing systems
- Perform basic bookkeeping tasks

Work conditions and physical capabilities:

- Fast-paced environment
- Attention to detail
- Repetitive tasks

How to apply:

- By email: [info@supercattransport.com](mailto:info@supercattransport.com)
- By mail: 3315 11 Ave NW, Edmonton, AB T6T 2C5

**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: [info@supercattransport.com](mailto:info@supercattransport.com)**

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