

Office Clerk

Posted By: 101099449 Saskatchewan Ltd O/a Accumark Air Spray

Location: Nipawin

Salary: \$21.63 Per Hour

JOB ID : RJ5883493

Posting Date : 22-May-2025

Expiry date : 18-Nov-2025

Education : Completion of secondary school education may be required

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Specific Skills:

- Answer all e-mails, phone inquiries, and relay inquiry or messages to right people or department
- Prepare and proofread mail and email correspondence
- Oversees all incoming and outgoing document and distribute to the appropriate personnel
- Reproduce and organize documents for distribution, mailing, and office records
- Facilitate the transmission and receipt of communications and documents through electronic mail systems

- Oversee the inventory of office supplies, procure office supplies if needed, and coordinate the maintenance problem to maintenance department
- Support the preparation of meeting agendas, attend meetings, and document proceedings through minute-taking.
- Provide support in administrative processes including budget submissions, contract management, and work schedule coordination
- Responsible for sorting, processing, and verifying receipts and other related documents.
- May coordinate and oversee the workflow of other office support personnel
- Scan, categorize, and archive documents following company guidelines
- Locate, retrieve, or duplicate documents from files as per clients
- Ensure proper tracking of filed and removed materials
- Monitor the removal of documents from files to ensure that loaned documents are duly returned
- Maintain a record keeping of daily visitor count
- Enter the client information into the system for record-keeping purposes.

Terms of Employment:	Permanent, Full-time
Language of work:	English
Wage:	21.63 per hour
Hours:	30 to 40 hours per week
Work Location:	Nipawin, Saskatchewan

Education: Completion of secondary school education may be required

Work Experience: Experience is an Asset; Employers willing to train the right candidate

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: admin@agdronecanada.ca

Posted on refugeejobportal.com