

# ADMINISTRATIVE ASSISTANT

**Posted By: ULEA DIGITAL SERVICES INC**

**Location:** Elk Point

**Salary:** \$16 Per Hour

**JOB ID :** RJ5853630

**Posting Date :** 31-Oct-2025

**Expiry date :** 29-Apr-2026

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

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### ADMINISTRATIVE ASSISTANT (NOC:13110)

Posted on by ULEA DIGITAL SERVICES INC on December 21, 2023

#### JOB DETAILS

##### **Location**

4610 – 50<sup>th</sup> Street Elk Point, AB T0A 0A0

##### **Salary**

\$16.00 hourly / 40 hours per Week

#### TERMS OF EMPLOYMENT

##### **Permanent employment**

Full time

##### **Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW****Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

**RESPONSIBILITIES****Tasks**

- Arrange and co-ordinate seminars, conferences, etc.
- 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
- Greet people and direct them to contracts 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

**Experience and specialization**

- Computer and technology knowledge
- Google Docs
- MS Windows
- MS Office

**Area of specialization**

- Correspondence
- Reports and records
- Contracts

**ADDITIONAL INFORMATION**

**Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks

### **Personal suitability**

- Ability to multitask
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Client focus
- Reliability

### **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 valid Canadian work permit

### **HOW TO APPLY**

#### **Email resume to:**

uleadigitalservices-careers@post.com

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

- Are you available for shift or on-call work?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?

#### **Website**

<https://www.ulea.ca>

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: [uleadigitalservices-careers@post.com](mailto:uleadigitalservices-careers@post.com)

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Posted on [refugeejobportal.com](https://refugeejobportal.com)