

Office Administrative Assistant

Posted By: EMET Industries Inc

Location: Other

Salary: \$25.00 Per Hour

JOB ID : RJ2670629

Posting Date : 08-Apr-2026

Expiry date : 05-Oct-2026

Education : Completion of secondary school education

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Company Operating Name: EMET Industries Inc

Business Address: Beauval, SK

Position Title & # Of Vacancies: 1 Position

We are a pharmacy located in the scenic rural valley town of Beauval, Saskatchewan. We operate an entire pharmacy dispensary operation and a retail store in the front. As we grow in business, we need an **Office Administrative Assistant** to help us navigate the concerns of our suppliers and to support our clients better.

Specific Skills:

Welcome visitors and direct them to the employer or any appropriate person.

Manage calls and messages received via telephone and electronic means by forwarding them to the appropriate person or department.

Make, edit, and proofread correspondence, invoices, reports, and other materials manually or electronically.

Distribute incoming regular mail, emails, and other materials.

Set up company meetings, conferences, and appointments with the employer.

Maintain inventory and manage the ordering of supplies.

Set up and maintain work manual and computerized information filing systems.

Establish/Modify existing or new office procedures to enhance business flow.

Gather necessary data and other information to aid business research activities and inventory.

May prepare payroll and prepare cheques for employees' wages.

Oversee and train staff on existing and new procedures, including the use of new or existing software or 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: kelleyhr437@gmail.com

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