

administrative assistant (13110)

2007715 Alberta Ltd. o/a Learning Hands Daycare & OSC

Job ID
45726

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LOCATION	DATE POSTED	EXPIRY DATE	
16615 83 Avenue NW, Edmonton, Edmonton, AB Alberta	24-02-2025	14-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 26.71 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

16615 83 Avenue NW Edmonton, AB
T5R 3V8

Salary
26.71 hourly / 35 hours per Week

Terms of employment
Permanent employment
Full time
Day

Start date Starts as soon as possible

vacancies 1 vacancy

Job Description

Overview
Languages
English

Education
Secondary (high) school graduation certificate
Experience
1 year to less than 2 years

Responsibilities
Tasks
Determine and establish office procedures and routines

Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Compile data, statistics and other information
Order office supplies and maintain inventory
Greet people and direct them to contacts or service areas
Type and proofread correspondence, forms and other documents
Experience and specialization
Computer and technology knowledge
MS Excel
MS Word
MS Office
Additional information
Work conditions and physical capabilities
Attention to detail
Repetitive tasks
Personal suitability
Flexibility
Organized
Reliability

How to apply

By email

career.elmwood@gmail.com