# administrative assistant (13110)

Job ID
**45726**

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

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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

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