Administrative assistant (13110)

Job ID
45848

1195017 Alberta ltd O/a CJ Auto & transmission repair

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LOCATION	DATE POSTED	EXPIRY DATE
9504 62 ave nw, Edmonton, AB, Edmonton, AB | Alberta	03-03-2025	21-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD CAD 26.34 hourly / 35 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Terms of employment: Permanent employment ,Full time ,Day

Vacancies:1

Job Description

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

Answer electronic enquiries

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 Word

MS Office

Additional information

Work conditions and physical capabilities

Fast-paced environment

Attention to detail

Personal suitability

Organized

Accurate

Reliability

How to apply

By email

nindyrao.rao@gmail.com

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