# Administrative assistant (NOC 13110)

Kirpal Transportation Ltd.

Job ID
**47212**

VIEW THIS JOB ONLINE: https://www.newcomersjobs.com/jobs/47212

| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 2530 33A Avenue NW Edmonton, AB T6T 1Z4, Edmonton, AB \| Alberta | 22-07-2025 | 13-01-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 25.64 hourly / 35 hours per Week | 1 year to less than 2 years | Secondary (high) school graduation certificate |

## Job Details

administrative assistant

Kirpal Transportation Ltd.

Job details

Location 2530 33A Avenue NW Edmonton, AB

T6T 1Z4

Salary

25.64 hourly / 35 hours per Week

Terms of employment

Permanent employment

Full time

Day, Morning

Start date Starts as soon as possible

vacancies 1 vacancyOverview

## Job Description

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

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

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

MS Office

How to apply

By email

kirpaltransportationinquiries@gmail.com

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