administrative assistant

Admin

Job ID
49160

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LOCATION	DATE POSTED	EXPIRY DATE
9131 39 Avenue Northwest, Edmonton, AB | Alberta	24-02-2026	19-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $18.65/hr	No Experience	No degree, certificate or diploma

Job Details

Determine and establish office procedures and routines

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

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