Administrative Assistant

Fabulous Construction Ltd.

Job ID
49301

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LOCATION	DATE POSTED	EXPIRY DATE
4512 50 Avenue, Red water, AB, AB | Alberta	07-03-2026	02-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26.74 hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Administrative Assistant

Fabulous Construction Ltd.

4512 50 Avenue

Red water, AB

T0A 0E6

Salary

26.74 hourly / 30 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Open and distribute mail and other materials

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

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

Perform data entry

Provide customer service

Experience and specialization

Computer and technology knowledge

MS Office

Electronic mail

Benefits

Other benefits

Free parking available

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Direct Apply

By email

fabulousconstruction122@outlook.com

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