# administrative assistant

Admin

Job ID
**49443**

VIEW THIS JOB ONLINE: https://www.newcomersjobs.com/jobs/49443

| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 9131 39 Avenue Northwest, Edmonton, AB \| Alberta | 20-03-2026 | 15-03-2027 |

| 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

Schedule and confirm appointments

Answer electronic enquiries

Compile data, statistics and other information

Order office supplies and maintain inventory

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

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