administrative assistant

Admin

Job ID
51561

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LOCATION	DATE POSTED	EXPIRY DATE
9131 39 Avenue NW, Edmonton, AB | Alberta	01-10-2026	30-03-2027

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

Job Details

Establish and implement policies and procedures
Record and prepare minutes of meetings, seminars and conferences
Schedule and confirm appointments
Answer telephone and relay telephone calls and messages
Answer electronic enquiries
Oversee development of communication strategies
Respond to employee questions and complaints
Order office supplies and maintain inventory
Greet people and direct them to contacts or service areas
Type and proofread correspondence, forms and other documents
Plan, organize, direct, control and evaluate daily operations

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