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## **Administrative Assistant (NOC- 13110)**

**Posted by:** 2223933 Alberta Corp

**Posting date:** 24-Jul-2024      **Closing date:** 20-Jan-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Edmonton

**Salary:** \$29.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** ABOJ5315461

## **Job description:**

**Title:** Administrative Assistant (NOC- 13110)

**Employer:** 2223933 Alberta Corp

**Employer Business Address:** 9166 34A Ave NW, Edmonton, AB, T6E 5P4, Canada

**Salary:** \$29.50 per hour

**Vacancies:** 1 position

**Terms of employment:** Permanent employment, Full time 30-40 hours / week

**Start date:** As soon as possible.

## **Job requirements**

**Languages:** English

**Education:** Secondary (high) school graduation certificate

**Experience:** 1 year to less than 2 years

**Responsibilities**

**Tasks:**

- Determine and establish office procedures and routines.
- Schedule and confirm appointments.
- Answer telephone and relay telephone calls and messages.
- Answer electronic enquiries.
- Order office supplies and maintain inventory.
- Greet people and direct them to contacts or service areas.
- Open and distribute regular and electronic incoming mail and other material and coordinate the flow of information.
- Set up and maintain manual and computerized information filing systems.
- Type and proofread correspondence, forms and other documents.
- Perform data entry.

**Who can apply to this job?**

**Only apply to this job if:**

You are a Canadian citizen or a permanent resident of Canada.

You have a valid Canadian work permit.

If you are not authorized to work in Canada, do not apply. The employer will not respond to your application.

**How to apply**

**By email:**

[navrajsinghbrar0@gmail.com](mailto:navrajsinghbrar0@gmail.com)