



administrative assistant

Posted by Choice Janitorial Service Ltd.

Posting Date : 02-Oct-2025

Closing Date : 31-Mar-2026

Location : Red Deer County

Salary : \$23.00 hourly / 40 hours per week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ1696150

Job Description:

Location: #112, 172 Clearview Drive, Red Deer County, AB T4E 0A1

Work location: On site

Salary: 23.00 hourly / 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Shift, Morning, Day

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

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

Responsibilities

Tasks

Supervise other workers

Record and prepare minutes of meetings, seminars and conferences

Determine and establish office procedures and routines

Schedule and confirm appointments

Answer telephone and relay telephone calls and messages

Oversee the analysis of employee data and information

Answer electronic enquiries

Compile data, statistics and other information

Advise senior management

Order office supplies and maintain inventory

Set up and maintain manual and computerized information filing systems

Type and proofread correspondence, forms and other documents

How to apply

Direct Apply: By Direct Apply

By email: choice.janitorial@outlook.com

By mail: 112, 172 Clearview Drive, Red Deer, AB T4E 0A1

Job Location: 112, 172 Clearview Drive, Red Deer, AB T4E 0A1

Employer: Choice Janitorial Service Ltd.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: choice.janitorial@outlook.com

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